



ONTARIO

DEPARTMENT OF EDUCATION

0402  
373 1909713  
059DE / C-He

# DIETARY SUPERVISORS

SENIOR DIVISION

OPTIONAL COURSES OF STUDY FOR

GRADES 11 AND 12

SCIENCE, TECHNOLOGY, AND TRADES BRANCH

FOUR-YEAR PROGRAM

PART I      DIETARY SUBJECTS

PART II      HOME ECONOMICS

*These courses are experimental and subject to review.  
Suggestions for improvement will be welcomed.*



## CONTENTS

	<u>Page</u>
Introduction	1
Diet Therapy	3
Equipment	7
Food Preparation, Production and Service	11
Food Purchasing	26
Hygiene and Sanitation	29
Menu Planning	36
Nutrition	39
Records Pertaining to Cost Control	43
Safety	45
Supervision	48



## PART 1

### DIETARY SUBJECTS

#### INTRODUCTION

##### Definition of a Dietary Supervisor

A dietary supervisor is defined as a person employed in a food service department of a hospital or other institution, who has been trained in routine supervisory work and in the record keeping of the department. When a registered professional dietitian is employed, the dietary supervisor works under the direction of the professional dietitian.

##### Allotment of Total School Time

- (i) Half time of academic subjects
- (ii) Quarter time of dietary subjects taught in the classroom
- (iii) Quarter time to contact training in the dietary department of an institution which employs a registered professional dietitian

##### Allotment of Time to Dietary Subjects and Organization

The allotment of classroom teaching time to each of the ten dietary topics in Grades 11 and 12, and the sequence of subject matter will be influenced by the program for contact training which should be developed jointly by the teacher and the director of the dietary department of the cooperating institution. In this planning, the need to correlate the learning of basic principles in the classroom with concurrent application in the institution is emphasized. Consequently, in the following outline, the subjects are arranged in alphabetical order, and no attempt has been made to prescribe the sequence of subject matter through the two years.

On page 2 is a suggested allotment of classroom periods for the ten dietary topics to be taught in the two-year period.

Subject	Periods	
	Grade 11	Grade 12
Nutrition	46	
Food Preparation Production and Service		
Theory	32	32
Laboratory work	192	96
Hygiene and Sanitation	20	
Equipment	30	30
Safety	10	
Supervision	20	64
Menu Planning		16
Diet Therapy		64
Records Pertaining to Cost Control		16
Food Purchasing		32

### Records

Records should be kept of the time used in teaching each of the dietary subjects over the full two years.

Records, in considerable detail, of the nature of the pupil's work experience during contact training should be kept and arrangements should be made to ensure that, before the completion of Grade 12, each pupil has had adequate practical experience to develop competence in all phases of dietary work within the scope of the dietary supervisor.

## DIET THERAPY

### Aims:

To establish the relationship of the normal diet to the therapeutic diet

To develop understanding of the role of therapeutic nutrition in total patient care

To develop some understanding of the technical aspects of therapeutic diets in common use, together with an understanding of the associated diseases and conditions

To appreciate the importance of treating the individual needs of each patient

### 1. INTRODUCTION

- (a) Definitions: dietetics, diet therapy
- (b) Brief history of dietetics
- (c) Purposes of therapeutic nutrition
  - (i) General: to establish and/or maintain adequate nutritional status
  - (ii) Specific, such as: to rest the whole body or the affected organ, e.g. restricted protein intake in nephritis; to adjust to the body's ability to metabolize or assimilate the nutrients, e.g. diabetic diets in diabetes; to increase or decrease body weight; to overcome deficiencies, e.g. gluten-free diets in coeliac disease
- (d) Role of diet therapy in total patient care
  - (i) Consideration of the diet as a vital part of treatment
  - (ii) Diet counselling of the patient

### 2. MODIFICATIONS OF THE NORMAL DIET IN THERAPEUTIC NUTRITION

- (a) Caloric intake
- (b) Nutrient content
- (c) Consistency and texture
- (d) Bulk
- (e) Inclusion or exclusion of specific foods
- (f) Pattern and frequency of meals

### 3. STANDARD HOSPITAL DIETS

- (a) Full diet
  - (i) Based on Canada's Food Guide
  - (ii) Outline of daily food allowance
  - (iii) Additions for increased protein and/or caloric intake



- (b) Clear Fluid
  - (i) Purpose
  - (ii) Indication for use
  - (iii) General description: consistency of diet, feeding pattern
  - (iv) List of foods allowed and not allowed
- (c) Fluid
  - (i) Purpose
  - (ii) Indication for use
  - (iii) General description: consistency of diet, feeding pattern
  - (iv) List of foods allowed and not allowed
- (d) Soft
  - (i) Purpose
  - (ii) Indications for use such as: medical, surgical or dental conditions which indicate this type of diet
  - (iii) General description: modification from full diet, types of food
  - (iv) Lists of food allowed and not allowed

#### 4. THERAPEUTIC DIETS

- (a) Definition
- (b) Diets to be included: Gastric 1, 2 and 3  
Modified Gastric  
Post Gastrectomy  
Restricted Residue  
Restricted Sodium - 250, 400, 1000 mg. and 3-5 gm.  
Restricted Calorie Diets  
800, 1000, 1200, 1500 Calorie  
Exchange Lists for Use with Restricted Calorie Diets  
Restricted Protein Diets - 20 and 40 gm.  
Restricted Purine Diet  
Gluten-Free Diet  
Altered Fat Diets  
Diabetic Diets - including review of exchange lists  
Acute Nephritic Diets for Children
- (c) Other therapeutic diets which may be included if time permits:  
Dietary routine for treatment of phenylketonuria  
Allergy and Elimination diets  
Restricted copper diet for treatment of Wilson's disease  
Modified Calcium diet

NOTE: SUGGESTED METHOD OF APPROACH TO EACH DIET IN (b) AND (c) ABOVE

##### Purpose

Descriptive statement of the purpose of the diet

##### Indications for use

List of medical or surgical conditions indicating the need for modified diet



Brief description of these conditions, illustrating the reasons for various dietary modifications

General Description

Characteristics of the diet, including quantity, consistency, chemical composition, texture, methods of preparation, calorie and nutrient content

Types of Food Allowed and Not Allowed

Lists of specific foods relating the foods allowed and not allowed to characteristics of the diet

Menu Pattern

Total daily food allowance

Outline of daily meals, including variations in meal pattern

Check of nutritive value

Methods of preparation and service

Ways and means to make restricted diets more appetizing

(d) Calculation of diets

(i) Interpretation of physician's orders

(ii) Explanation of exchange system

(iii) Calculation of diets for specified calorie, protein, fat, carbohydrate or sodium content

(e) Feedings

(i) Blender

(ii) Duodenal

(iii) Other special feedings for particular conditions

(f) Test Meals

(i) Gallbladder test meal

(ii) VMA test

(iii) Fishberg test

(iv) Glucose tolerance test

5. TEACHING THE PATIENT

(a) Purpose of diet

(b) Pertinent facts necessary for following dietary prescription during hospitalization and at time of discharge

(c) Adaption of therapeutic diet to patient's way of life: economic, religious, ethnic

(d) Problems which patients on therapeutic diets encounter

(e) Follow-up instruction

6. THERAPEUTIC DIET MENU PLANNING

(a) Relationship to regular menu

(b) Method of planning

Resources

(a) Books

Bowes, Church and Church, Food Values of Portions Commonly Used, McClelland and Stewart

Canadian Diabetic Association, Manual for Diabetics in Canada, Canadian Diabetic Association, 477 Mount Pleasant Road, Toronto 7

Canadian Diabetic Association, Meal Planning for Diabetics, Canadian Diabetic Association, 477 Mount Pleasant Road, Toronto 7

Department of National Health and Welfare, Table of Food Values Recommended for Use in Canada, Department of Public Printing and Stationary, Ottawa

Howe, Nutrition for Practical Nurses, (W.B. Saunders), McAinsh & Co. Ltd.

Krause, M.V., Food, Nutrition and Diet Therapy, (W.B. Saunders), McAinsh & Co. Ltd.

Ontario Dietetic Association, Cookbook for Diabetics, Ontario Dietetic Association, Box 313, Postal Station K, Toronto 12

Ontario Dietetic Association and Ontario Hospital Association, Diet Manual, Ontario Hospital Association, 24 Ferrand Drive, Don Mills, Ontario

Payne and Callahan, The Low Sodium - Fat Controlled Cookbook, Little, Brown and Co. (Canada) Ltd.

Stead and Warren, Low Fat Cookery, McGraw-Hill Co. of Canada Ltd.

Stead and Warren, Sodium Restricted Diets - The Rationale, Complication and Practical Aspects of Their Use, National Research Council, Washington, D.C.

Wohl and Goodhart, Modern Nutrition in Health and Disease, Macmillan Company of Canada

Wohl and Goodhart, The Role of Dietary Fat in Human Health, National Research Council, Publication #575, Washington, D.C.

(b) Films

Ontario Department of Health, Obesity, Ontario Department of Health, Information and Publicity Branch, Room 5424, East Block, Parliament Buildings, Toronto 5

Canadian Film Institute, Weight Reduction Through Diet, Canadian  
Film Institute, 1762 Carling Avenue, Ottawa

### EQUIPMENT

Aim: To develop understanding of the efficient and safe use of heavy  
duty food service equipment

#### 1. TYPES OF EQUIPMENT, USE AND OPERATION

- (a) Mechanical, such as: peelers, slicers, mixers, choppers,  
dish washers
- (b) Cooking, such as: ranges, ovens, broilers, grills, steam jacketed  
kettles, compartment steamers, deep fat fryers
- (c) Food holding, such as: hot and cold counters, coffee urns,  
milk dispensers
- (d) Refrigerators and freezers, such as: walk-ins, reach-ins,  
mobile, pass throughs; temperature and humidity controls
- (e) Auxiliary, such as: exhaust hoods, shelves, cabinets, sinks,  
tables
- (f) Transportation and mobile, such as: trucks, dollies, heated  
food trucks, hot and cold tray trucks, vertical and horizontal  
conveyors, elevators
- (g) Utensils and tableware, such as: knives, ladles, spoons, trays,  
flatware, dishes, glassware, disposables

#### Bibliography

- West B. B. and Wood L., Food Service in Institutions, (John  
Wiley and Sons Incorporated) General Publishing  
Co. Ltd., 34 Lesmill Road, Don Mills, Ontario.
- Kotschevar and Terrell, Food Service Planning, (John Wiley  
and Sons Incorporated) General Publishing  
Co. Ltd.

#### 2. MAINTENANCE OF EQUIPMENT

- (a) Equipment manual
  - (i) The need
  - (ii) The use
  - (iii) The importance of safe accessible filing

- (b) Preventive maintenance
  - (i) Advantages of a preventive maintenance program
  - (ii) Departmental responsibility for such a program
  - (iii) General requirements for maintenance of electrical, steam and gas equipment; stationary and mobile equipment
  - (iv) Use of check list
  - (v) Importance of a permanent record
- (c) Equipment repair
  - (i) Responsibility of dietary department to watch for and report deficiencies
  - (ii) Need and procedure for requisitions
  - (iii) Cost of repair: time and materials
  - (iv) Follow up of requisitions
  - (v) Permanent service record cards

#### Bibliography

West, B.B. and Wood, L., Food Service in Institutions, (John Wiley and Sons) General Publishing Co. Ltd.

Kotschevar and Terrell, Food Service Planning, (John Wiley and Sons) General Publishing Co. Ltd.

### 3. SANITATION

- (a) Equipment design
  - (i) The National Sanitation Foundation - what it is and how it works
  - (ii) Design factors affecting equipment sanitation such as: material and finish, runners for drawers and sliding doors, drains, ease of dismantling, rounded corners and welded joints
- (b) Regularity of cleaning equipment
  - (i) Use of cleaning schedule
  - (ii) Recommended frequency of cleaning equipment such as: refrigerators, tray trucks, cooking units, mixers
- (c) Cleaning methods for some types of equipment such as electrical, cooking, refrigerated
- (d) Installation of equipment for good sanitation
  - (i) Sealed units
  - (ii) Height above floor
  - (iii) Distance from wall
  - (iv) Wall or ceiling suspension
  - (v) Mobility

#### Bibliography

National Sanitation Foundation Code - (Michigan State University)

Kotschevar and Terrell, Food Service Planning: Layout and Equipment, (John Wiley and Sons) General Publishing Co. Ltd.

Clawson, A., Equipment Maintenance Manual, (Ahrens Book Company) General Publishing Co. Ltd. (Presently out of print, but available from some libraries)

#### 4. SAFETY

##### Equipment design

- (i) Rolled edges
- (ii) Location of control units such as valves, handles, fuses, switches, timers
- (iii) Steam control
- (iv) Guards on machinery such as slicers, choppers, saws, motors
- (v) Release device on walk-in refrigerator doors
- (vi) Special filters, light protectors and fire extinguishers in ventilating hood

#### 5. SELECTION OF EQUIPMENT

- (a) Factors determining need
  - (i) Menu
  - (ii) Maximum number served
  - (iii) Labour saving value
  - (iv) Use of convenience foods
  - (v) Improved sanitation
  - (vi) Improved food quality
- (b) Kinds available
  - (i) Standard
  - (ii) Custom
- (c) Construction principles
  - (i) Type of material, gauge and design
  - (ii) Durability
  - (iii) Factors discussed under sanitation and safety
- (d) Utilities
  - (i) gas
  - (ii) electricity
  - (iii) steam

#### 6. LOCATION OF EQUIPMENT

- (a) Flow of processing in logical sequence
  - (i) From receiving to service
  - (ii) From service to cleaning
  - (iii) Separation of clean and soiled production, service, and sanitizing areas
- (b) Work centres: receiving, storage, preparation, production, service, sanitizing
- (c) Work comfort:
  - (i) Aisle space
  - (ii) Loading and unloading space
  - (iii) Correct working heights
- (d) Labour control
  - (i) Drop delivery
  - (ii) Step saving
  - (iii) Single unit preparation and storage
  - (iv) Single unit cooking and serving



## 7. ACQUISITION OF EQUIPMENT

### (a) Specifications

- (i) By manufacturers' specification, e. g. manufacturer, model number, capacity
- (ii) By complete, detailed specifications for custom-built equipment

### (b) Methods of acquiring and financing

- (i) Ownership; amortization of purchase price through saving in wages, cost of repairs and depreciation
- (ii) Leasing; annual rental basis which includes service charges for preventive maintenance and repairs, e. g. vending machines
- (iii) Lend-lease, such as: detergent dispensing equipment, ice cream cabinets
- (iv) Rental with option to purchase, when the money paid for rental is applied against the purchase price

### Bibliography

Barnes, Motion and Time Study, (Wiley and Sons) General Publishing Co. Ltd.

Dukas & Lundberg, How to Operate a Restaurant, (Ahrens Book Co.) General Publishing Co. Ltd.

Fairbrook, Starting and Managing a Small Restaurant, Small Business Administration, Washington, D. C.

George, N. L. & Heckler, Ruth D., School Food Centres, (The Ronald Press Co.) General Publishing Co. Ltd.

State Education Department, Bureau of Field Financial Service, School Business Management Handbook #5 Purchase and Stores. The University of the State of New York, State Education Department, Albany, New York

Vocational Bulletin, Food Service Industry Training Program and Facilities U. S. Department of Health Education and Welfare

Vocational Bulletin, Training for Quantity Food Preparation, U. S. Department of Health Education and Welfare

Watson, Specifications Writing for Architects & Engineers, McGraw-Hill Co. of Canada Ltd.

Winco Ltd., General Manual, Winco Ltd., Toronto



## FOOD PREPARATION, PRODUCTION AND SERVICE

### Aims:

To broaden and deepen the understanding of principles of food preparation and service and their application

To recognize standards of excellence in food with respect to appearance, flavour, texture, and temperature

To develop standards of excellence in work habits and in selection and use of equipment

### 1. QUANTITY FOOD PRODUCTION

- (a) A planned tour of an established quantity food production area, e.g. school cafeteria or local institute to introduce:
  - quantity food production differences between quantity and family food production
  - special quantity equipment
  - holding methods for hot and cold foods
  - typical serving methods
  - quality control of foods
  - assembly-line work methods, e.g. sandwich making
  - storage facilities
- (b) Glossary of terms in common use
- (c) Measurements: accuracy, abbreviations, equivalents
- (d) Large quantity recipes

### 2. BEVERAGES

- Coffee - Sources, kinds, cost, extenders, e.g. chicory
- Substances contained and their effects
  - Care and storage
  - Essentials for good brew (pre-measured)
  - Types of coffee makers and their proper use
  - Variations - iced, demi-tasse, cafe au lait, instant, decaffienated, vended
  - Taste panel

- Tea - Sources, kinds, grades, cost
- Substances contained and their effects
  - Premeasured and loose
  - Care and storage
  - Preparation
  - Essentials for good tea
  - Variations - iced, instant
  - Taste panel

Milk &

- Cream - Pasteurization
- Homogenization

- Forms, fresh fluid, canned and powdered, malted
- Types of cream (whipping, coffee, cereal) powdered, non-dairy products
- Types of fresh milk: jersey, cream top, homo, 2%, skim, buttermilk, chocolate drink, multi-milk
- Composition and nutritive value
- Taste panel
- Packaging and cost
- Sanitary care and storage
- Serving methods
- Milk shakes
- Eggnogs
- Milk cookery

#### Cocoa and

- Chocolate
  - Sources, types
  - Differences between cocoa and chocolate, substitution
  - Composition and nutritive value
  - Selection and buying
  - Care and storage
  - Theory related to use
  - Preparation of hot and cold beverage - garnishes
  - Preparation of chocolate syrup
  - Use of commercial hot chocolate powders

#### Fruit Juices and

- Drinks
  - Types a) juices (fresh, frozen, canned, nectars)  
b) drinks (concentrates, canned)
  - Nutritive value and cost
  - Care and storage
  - Preparation
  - Serving methods
  - Fruit punch combinations

### 3. SANDWICHES

Varieties of bread; relative food values; enrichment

Types of sandwiches

Types of fillings

Standards for bread, butter, fillings, sandwiches

Suitable equipment

Techniques of production for efficiency

Storage of ingredients and sandwiches

Suitable garnishes and accompaniments

Serving

### 4. TRAY SERVICE

Requirements, e.g. attractive, complete, simple, sanitary, proper temperature

Storage of all items involved

Assembly area stressing efficiency

Methods of maintaining food temperatures

Delivery and return of tray meals

Sanitation

Equipment, e.g. trays, china, silver, teapots, plate covers, etc.

## 5. VEGETABLES

Fresh or pre-prepared

Classification

Nutritive value

Selection and buying

Care and storage

Preparation - Cleaning

- Trimming and paring
- Proper equipment, e.g. electric slicer, vegetable peeling machine etc.
- Set up of work area for efficiency
- Efficiency of motions and time
- Storage, e.g. method, nutritive effects, space required, etc.

Cooking

- Reasons
- Effects on flavours, colours, nutritive value
- Baking
- Steaming
- Pressure cooking
- Boiling
- Panning
- Seasoning
- Stuffed and glazed vegetables

Use of left-over vegetables

Canned vegetables - Nutritive value

- Guides to buying
- Preparation
- Use of juice

Frozen vegetables - Nutritive value

- Methods of freezing
- Changes in colour, texture, flavour
- Storage
- Preparation

Dehydrated vegetables

- Nutritive value
- Storage
- Preparation

## 6. FATS AND OILS

(a) List of common fats and oils

(b) Properties of fats - General

- Instability (factors toward rancidity)
- Melting temperatures
- Smoking temperatures

- (c) Composition and nutritive value
  - Energy
  - Vitamins
  - Essential fatty acids
  - Digestibility
  - Use in the diet
- (d) Guides to buying
  - Labels
  - Inspection stamp
  - Grade mark
  - Brand name
  - Intended use
  - Market cost
  - Nutritive value
  - Factors determining amounts to buy
- (e) Manufacture
  - Butter
  - Margarine
  - Lard: steam-rendered, kettle-rendered, dry-rendered hydrogenated, deodorized, neutral, drip-rendered
  - Compounds
  - Hydrogenated shortenings
  - Oils

## 7. FRUITS

Characteristics and classification

Composition and nutritive value

Changes during ripening, e.g., starch, texture, acid

Artificial ripening, e.g. ethylene

Digestibility and place in diet

Selection and buying: varieties, sizes, grades, costs

Care and storage

Effects of cooking fruit on enzymes, cellulose, starch and bacteria

Methods of cooking fruit: stewing, as sauce, baking, canning, jam and jelly making, frying, broiling

Canned fruit: changes due to canning; kinds and grades, juices and nectars; nutritive value

Service of raw fruit as a dessert or snack

Preparation of fruits: fruit cup; sectioning oranges, cutting grape-fruit

Special problems: discolouration, softening

Dried fruits: method of drying, composition and nutritive value, selection and buying, preparation and cooking, special uses

Frozen fruits: kinds, cost, processing, storage, use

Fruits as accompaniments

## 8. SALADS

Definition of type and list of suitable ingredients

Accompaniment, salads and salad plates

Nutritive value, purchase and characteristics of each salad ingredient

Care and storage  
Preparation  
Efficient assembling  
General rules for salads  
Specific rules for arranging salad plates  
Garnish lists for different types of salad  
Accompaniments  
Cost comparison with other luncheon or supper dishes

#### Salad Dressings

General ingredients and their purposes  
Classification  
French dressing: method, proportions, variations, uses  
Mayonnaise: method, proportions, variations, uses  
Cooked salad dressing: method, proportion, variations, uses  
Other dressings

### 9. PUDDINGS AND DESSERT SAUCES

#### (a) Puddings

##### (i) Starch

Kinds of starch, e.g. corn, wheat, maize  
(regular, instant), potato, rice  
Gluten-free  
Theory of starch cookery  
Proportions used of starch to liquid  
Essentials of a good product  
Variations of blanc mange pudding; chocolate  
butterscotch, caramel, fruit soufflé  
Taste panels: compare with commercial products  
on the market

##### (ii) Tapioca, Sago

Source  
Forms found on market  
Preparation  
Essentials of a good product  
Variations: custard, fruit, cream, chocolate

##### (iii) Rice

Varieties  
Milling  
Methods of cooking; taste panel  
Variations: creamy rice, old-fashioned rice,  
baked rice, Hawaiian rice

##### (iv) Egg

1. As thickening agent
  - kinds of custard; soft (thin and thick), baked
  - basic proportions
  - methods of preparation
  - variations: Floating Island, trifle, baked  
rice custard, bread and butter, Queen's
2. As leavening agent
  - soufflés, whips

##### (v) Rennet

Sources  
Composition and theory of its action: precautions

- Forms available
- Preparation of rennet dessert
- Variations: almond, caramel, chocolate, maple, vanilla
- (vi) Gelatine and jelly powders
  - Sources
  - Composition and nutritive value of each
  - Selection and buying
  - Uses in food preparation: proportion
  - Texture of gelatine mixtures: taste panel
  - Plain jellies: compare with commercial products; addition of fruit; moulds
  - Variations: snows and sponges; spanish and bavarian creams; charlotte russe; fillings for chiffon pies; cheese cake
  - Include whipping of cream (35%); use of evaporated and powdered milks in place of whipped cream; suitable conditions necessary
  - Dietetic jelly powders, e.g. sugar - free and low sodium
- (vii) Steamed Puddings
  - Combination of ingredients
  - Cooking methods
  - Essentials of good product
  - Variations, e.g. batter, carrot, chocolate, fruit, orange, marmalade, plum, suet
- (viii) Ice cream; sherbets, ice milk, specialty items
  - Storage - temperature, arrangement; safe handling; serving
  - Nutritive values
  - Cost
  - Quality
  - Standards (over-run)
- (b) Dessert Sauces
  - Correct combining of ingredients
  - Essentials of a good product
  - Care
  - Storage
  - Cost
  - Sauces: butterscotch, brown sugar, chocolate, chocolate fudge, custard, fruit, hard, marshmallow, vanilla
  - Toppings; whipping cream, evaporated milk, powdered milk, commercial products
- (c) Commercial Mixes and Sauces
  - Survey of types in use
  - Standards
  - Free from pathogenic organisms
  - Evaluation of use, cost, flavour (see "Trends in food products")
  - Taste panel



## 10. SOUPS AND SAUCES

### (a) Soups

Types: without meat stock, e.g. cream, thickened without milk, chowders

With meat stock, e.g. thick stock soup, cleared stock soup

Where used in meals

Define: vegetable stock, puree, binding soups

Clarifying stock

Characteristics of a good soup

Storage of stock

Care of stock pot

Use of left-over vegetables in soup

Suitable garnishes for soup

Soup accompaniments

Comparison of price and quality with canned soups, soup bases; taste panel

Comparison of frozen, condensed, ready-to-serve, canned, dried mix, soup bases

### (b) Sauces for Meat, fish, vegetables

Basic proportions for one cup of sauce; thin, medium, thick, very thick

Combining of ingredients by five methods; melted fat, creamed fat, cold liquid, roux, cream

Sauce mix

Storage of sauce

Reheating of sauce; safe food handling, storage and reheating

Variations of sauce, e.g. Béchamel, brown gravy, cheese, curry, egg, mornay, mushroom, mustard, parsley, raisin, shrimp, Spanish, tomato

Other sauces, e.g. barbecue, creamy horseradish, creole, cucumber, Hollandaise, lemon butter, mint, sweet and sour, tartar

## 11. CEREALS AND CEREAL FOODS

Source and world consumption

Composition and nutritive value

Uses of different cereals: wheat, corn, rye, oats, rice, barley, other cereals

Parts of the grain: bran, endosperm, germ

### (a) Cereal breakfast foods: ready-to-cook, instant, ready-to-eat

Selection and buying: comparative cost

Care and storage

Cooking breakfast cereal: general proportions for cooking whole grain and starchy cereals

Serving of cereals

### (b) Rice

Varieties

Milling

Methods of cooking: taste panel

- (c) Macaroni and pasta products
  - Composition and nutritive value
  - Varieties of product: macaroni, spaghetti, vermicelli, noodles
  - Method of cooking
  - Standard of product
  - Holding techniques
- (d) Beans and Legumes
  - Varieties: navy, lima, kidney, chili, soy, lentils, peas
  - Composition and nutritive value
  - Digestibility
  - Economy and use in diet
  - Selection and care
  - Preparation and cookery

## 12. LUNCHEON AND SUPPER CASSEROLES

Combination of suitable foods and sauces  
Use of leftovers  
Use of spices and herbs  
Variety of toppings  
Proper use of equipment, e.g. meat grinder  
Proper cooking methods  
Freezing of ingredients for these dishes  
Safe food handling stressed here, e.g. leftover meats, vegetables, sauces  
Variations: scalloped dishes; casseroles with macaroni, spaghetti or noodles; a la Kings; casseroles with rice; casseroles with beans

## 13. BAKERY PRODUCTS

- (a) General
  - Accurate measurements
  - Equivalents in substituting
  - Definition of mixing, cooking and baking techniques
  - Types of flour and their recognition
  - Classification of flour mixtures
  - Basic proportions for types of flour mixtures, e.g. muffins, tea biscuits, cake, pastry
  - Leavening agents: rules governing substitution
  - Choice of ingredients in flour mixtures
  - Fats and oils
  - Flavourings
  - Essentials of good products
  - Recognition of the completion of baking period
- (b) Yeast leavened breads
  - Nutritive value of bread
  - Facts to consider in bread-making
  - Basic methods: batter, sponge, refrigerator, straight dough
  - Basic steps in bread making
  - Foundation recipe for bread, rolls, sweet dough

Variations: white, whole wheat, fruit breads; rolls, e.g. Parker House, cloverleaf, fan tans, quick pan, crescents; sweet doughs, e.g. cinnamon rolls, pecan rolls, Swedish Tea Ring, doughnuts  
Care of baking  
Special equipment: proofing cupboard or room; dough hook; pans

(c) Quick Breads

- (i) Basic batters and variations, e.g. pop-overs, Yorkshire Pudding, timbales and cover batters, egg pancakes, cream puffs, griddle cakes, waffles, muffins, drop fritters and dumplings, plain cake, gingerbread, doughnuts  
Experimental baking of pop-overs by different methods
- (ii) Basic doughs and variations, e.g. drop biscuits and dumplings, scones, shortcake and dessert dumplings; streusels

(d) Pastry

Variations: plain, hot water, refrigerator, sweet puff, Danish  
Experimental preparation of pastry to show effect of various ingredients and methods  
One crust pies: cream, custard, chiffon, e.g. soufflé and gelatine, Dutch fruit  
Two crust pies: fruit, pies with cooked filling, chiffon, custard  
Either one or two crust pies: cobblers, deep dish fruit, meat, tarts  
Other uses; pastry cases, dumplings, cheese straws  
Essentials of a good product  
Comparison of commercial pastries: taste panel  
Comparison of cost and product with frozen pies on the market, ready-to-bake, and ready-to-serve  
Variations of crumb crusts

(e) Cakes

- (i) Containing fat  
Methods of combining: muffin, modified muffin, conventional; new speed method and variation  
Variations, e.g. standard butter, spice, orange, banana, mocha, chocolate, marble, cup cakes  
Experimental preparation of identical ingredients by three methods  
Chiffon; (special manipulation of ingredients); orange, lemon, spice, cocoa, cherry, banana, Maple Walnut  
Fruit: pound, Madeira, light and dark fruit, wedding  
Common faults, their causes and correction
- (ii) Containing no fat  
Sponge, e.g. true, hot milk, jelly roll, lady fingers, chocolate roll, sunshine

Angel: special manipulation of ingredients

Meringues: shells, torte

Common faults, their cause and correction

(iii) Comparative study of commercial mixes

(iv) Fillings and frostings

1. Fillings

thickened, cooked cream fillings with variations,  
e.g. cocoanut, chocolate, orange, lemon: fruit, e.g.  
strawberry, pineapple, date, whipped cream, e.g.  
chocolate, mocha, marshmallow

2. Frostings

uncooked, e.g. basic butter: French chocolate, coffee,  
cocoanut, mocha, orange, almond: chocolate, cheese  
cooked, e.g. seven-minute and boiled, chocolate  
marshmallow, peppermint, lemon, caramel, fondant  
glazes: for fruit cakes and tarts

(f) Cookies and Squares

Types:

(i) drop cookies: test cookie; placing on baking sheet;  
removal to cake rack to cool; correct storage; special  
type, e.g. fruit meringues and macaroons

(ii) rolled cookies: chilling of dough before rolling; use  
of bread flour on board when rolling

(iii) refrigerator: consistency of dough; wrapping of  
dough; correct refrigeration methods; slicing of  
cookies

variations, e.g. sugar, ginger, almond, caraway,  
orange, butterscotch, chocolate, mint chocolate,  
date pinwheels

comparison with frozen products on the market

(iv) moulded and pressed: consistency of dough for  
shaping in hands or cookie press

variations, e.g. almond crisps, thimble cookies,  
crescents, coffee, shortbread fingers, fruit and  
nut cookies

care and use of a cookie press

(v) squares and bars: combining of ingredients  
size of pans

recognition of completion of baking period

variations: brownies, e.g. chocolate and butterscotch,  
caramel squares, Chinese chews, tutti-frutti bars,  
date squares, dream squares

comparison with products on the market

(vi) unbaked cookies, e.g. apricot balls, fruit balls, sauce-  
pan cookies, quick drops, chocolate squares

(g) Desserts, baked

(i) basic recipes for sweet biscuit doughs, drop and  
rolled

variations, e.g. berry cobblers, pandowdy, dumplings,  
roly-poly puddings, shortcakes

- (ii) cake type, e.g. cottage pudding, Dutch apple cake, upside-down cakes
- (iii) sponges, e.g. lemon using eggs as thickener, with flour, and made light by proper manipulation of mixture when adding beaten whites of eggs  
cake type of sponge: jelly rolls and variations, e.g. Boston cream pie; tortes
- (iv) cream puffs and eclairs  
manipulation and baking of mixture  
special fillings, e.g. chocolate cream, custard cream, whipped cream  
glazes: chocolate, maple
- (v) cheese cakes  
variety of crumb shells  
variety of cheese fillings: cottage cheese and lemon, cream cheese, sour cream, etc.  
varieties of toppings, e.g. pineapple, cherry, strawberry, lemon, orange  
correct baking procedure  
use of suitable sauces with some of the above-baked desserts

#### 14. MEATS, FISH AND SEA FOOD, POULTRY, EGGS, CHEESE

##### (a) Meats

Varieties - beef, veal, pork, lamb

Appearance and physical structure: muscle tissue, fibres, connective tissue, sheath, grain

Recognition of meats by colour of muscle, fat, bone

Composition and nutritive value; digestibility; use in diet

Selection and buying: familiarity with kinds and cuts of meat, methods of cooking for different kinds of cuts, factors determining quality or grade, influence on price, government inspection, aging of meat

Price of meat affected by quality or grade of carcass, popular cuts, size of cuts, if boned, if cooked

Recognition of typical cuts of meats: wholesale, retail, pre-portioned cuts

Care and storage, refrigeration, home freezing

Preparation for cooking

Principles of cooking: colour changes, shrinkage, effects on nutritive value, correct internal temperatures, cooking losses, cooking temperature, stage of being done

(i) beef - rare, medium, well-done

(ii) veal, lamb, pork - well-done

Methods of cooking meat

(i) tender cuts by dry heat; roasting, broiling, pan-broiling, frying; use of tenderizer

(ii) less tender cuts by moist heat; cooking in liquid, braising, stewing

Variety meats: liver, heart, kidney, tongue, tripe, sweetbreads, brains, oxtails, pork feet: nutritive

value: cooking methods, cooked according to tenderness



Sausages and luncheon meats: sausages in links or patties, thoroughly cooked; luncheon meats, ready-to-serve  
Carving meat: requires good tools properly cared for; principle is to cut across grain; know where to make first cut; continue to make parallel cuts

(b) Fish and Sea Foods

Fishing industry: fresh, dried, frozen, canned  
Source of supply  
Kinds of fish: finfish, shellfish  
Composition and nutritive value  
Appearance and physical structure  
Selection and care: characteristics, amounts to allow for a serving  
Preparation: fresh and frozen  
Cooking methods: correct temperature, timing, degree of being done, addition of fat, colour; finfish: broiled, baked, planked, fried, boiled, poached, steamed; shellfish: steamed, boiled in chowder, broiled, pan-fried, deep fat fried  
Suitable sauces, e.g. white, egg, parsley, lemon, tomato, cucumber, tartar, lemon and parsley  
Suitable stuffings, toppings and garnishes

(c) Poultry

Classification: chicken, turkey, goose, duck, game birds  
Composition and nutritive value  
Market classes of chicken, fowl, turkey, duck, goose  
Classification according to age and tenderness in relation to cooking methods  
Selection and buying: on "foot", freshly killed, ice-packed: dressed, drawn, eviscerated, ready-to-cook, cutup chicken, half and quarter turkeys, turkey, rolls, cooked poultry  
Quality grades: grading and labeling  
Amounts to buy: based on kind of poultry, market form, method of cooking, style of service  
Price of poultry: based on supply, kind and class, form in which purchased  
Care and storage  
Preparation for cooking  
Principles of cookery: basic methods same as for meat  
cookery: cooked according to tenderness of bird based upon age and fatness; tender birds cooked by dry heat, less tender birds cooked by moist heat  
Cooking methods: roasting, broiling, frying, braising, stewing  
Carving of poultry  
Accompaniments e.g. cranberry sauce, currant jelly,  
Stuffings: basic ingredients; their purpose and proportions: body fat, seasonings, liquid, vegetables, binders, meat; method of preparation and amount needed; correct care and storage before and after cooking; preparation of bird; trussing; cooking in baking pan; varieties



(d) Eggs

Appearance and physical structure; the shell, albumen, yolk  
Composition, nutritive value and digestibility  
Uses in the diet and in cookery  
Selection and buying  
Grades and sizes  
Cold storage, frozen, and dried eggs, whole and separated  
Care and storage  
Principles of cookery  
Methods of cooking: poached, fried, scrambled, baked, stirred, hard cooked and soft cooked  
Techniques of mixing

(e) Cheese

Development of cheese making  
Varieties of cheese: taste panel  
Comparison of cheddar cheese, process cheese and cheese spreads as to preparation, content and characteristics  
Composition, nutritive values, digestibility and use in the diet  
Selection and buying  
Care and storage  
Principles of cookery, methods of cooking

Trends in Food Products

1. TYPES OF PROCESSING

(a) Canning: use of pressure cans

Freezing: cooked foods, uncooked foods, Cryovac

Method or vacuum method of packaging

Drying: spray

belt-trough

high vacuum

freeze-drying

(b) Effect of processing methods: changes in food value, flavour, texture, colour

(c) Purposes of processing

(i) Destruction of microorganisms

(ii) Prevention of contamination

(iii) Prevention of chemical changes

(iv) Preservation of vitamins and minerals

(v) Reduction of water content and waste, cutting cost of transportation and storage

(vi) Reduction of preparation time of most foods

2. EFFECT OF PROCESSING ON COST OF FOODS

(a) Cost lowered by: less waste

reduced bulk and weight

storage stability

reduced preparation time

reduced preparation cost

- (b) Cost increased by processing; labour, equipment  
Supplies, additives  
Quality maintenance  
Packaging and refrigeration

### 3. CONVENIENCE FOODS

- (a) Definition
- (b) Types of convenience foods  
Canned, e.g. fruits, vegetables, juices, soups, eggnog, meats, fish  
Frozen, e.g. fruits, vegetables, juices, meat, fish, poultry, desserts  
Dried, e.g. fruit juice, tomato juice, milk, eggs, potatoes, instant coffee  
Mixes, e.g. soups, sauces, desserts  
Freeze-drying, fruit vegetables
- (c) Comparison of convenience and traditional foods with respect to: cost, time, quality, appearance, flavour, texture, nutritive values, care

#### Reference

Food: The Yearbook of Agriculture 1959, United States Department of Agriculture

#### Bibliography

- |   |           |
|---|-----------|
| Carson and Rammee, <u>How You Plan and Prepare Meals</u> , McGraw-Hill Co. of Canada Ltd. (good especially re salad greens)               | 11-12     |
| Griswold, Ruth, <u>The Experimental Study of Foods</u> , (Houghton Mifflin Co. of Boston) Thomas Nelson & Sons (Canada) Ltd.              | TR        |
| Justin, Rust and Vale, <u>Foods (College Edition)</u> , Revised, Cambridge Press) MacMillan Co. of Canada Ltd.                            | TR        |
| Kotschevar, Lendal H., <u>Quantity Food Production</u> , McCutcheon Publishing Corporation, 2526 Grove Street, Berkeley, California 94704 | TR        |
| McDermott, Trilling and Nicholas, <u>Food for Better Living</u> , (J.B. Lippincott Company) McClelland and Stewart Ltd.                   | 11-12     |
| Oerke, Bess V., <u>Mealtime</u> , (Charles A. Bennett Company) Copp Clark Publishing Co. Ltd.   | 11-12     |
| Stanley and Cline, <u>Foods, Their Selection and Preparation</u> , Ginn and Company   | TR, 11-12 |
| United States Department of Agriculture, Food: <u>The Yearbook of Agriculture, 1959</u> , U.S. Department of Agriculture                  | TR        |
| Wattie and Donaldson, <u>Canadian Cook Book</u> , Ryerson Press   | 11-12     |
| Wilmott and Batjer, <u>Foods for the Family</u> , (J.B. Lippincott Company) McClelland and Stewart Ltd.                                   | 11-12     |

#### Periodicals for teacher and/or pupil

- |   |                  |
|---|------------------|
| 1. Canada Department of Agriculture, Consumer Section |                  |
| <u>Poultry, How to Buy, How to Cook</u>               | Publication 1189 |
| <u>Eggs</u>   |                  |
| <u>Skim Milk Powder</u>                               | Publication 1106 |
| <u>Cheese Dishes</u>                                  |                  |
| <u>Cereals</u>  |                  |
| <u>Meat, How to Buy, How to Cook</u>                  | Publication 971  |

2. Dairy Foods Service Bureau, 147 Davenport Road, Toronto 5,  
Marie Fraser's Guide to the World of Canadian Cheese
  3. Department of Fisheries, Ottawa  
The Way to Cook Fish Fs32-9/1963  
Let's Serve Shellfish 1958  
All About Fish: Manual for Teachers Fs32-11/1961  
New Fish Recipes Fs32-21/1962
  4. Meat Packers' Council of Canada, 5230 Dundas Street West,  
Islington, Ontario  
Canada's Meat Industry
  5. Ontario Department of Agriculture  
Frozen Foods Bulletin 504  
Egg Facts Publication 95
  6. Poultry Products Institute of Canada Incorporated, 120  
Eglinton Avenue East, Toronto 12  
Cooking Canada's Chicken  
Hints on Buying Eggs  
Cooking Canada's Turkey  
How to Carve Chicken and Turkey  
Eggs: Nature's Masterpiece
- Bulletins for Teacher Use
1. Handbook of Food Preparation 1964 Revised Edition  
American Home Economics Association  
1600 Twentieth Street, N.W.,  
Washington D.C. 20009 (Price \$1.00)
  2. Standardizing Recipes for Institutional Use Cir. Bulletin  
233, 1963  
Pearl J. Aldrich and Grace A. Miller,  
Department of Institution Administration,  
Agricultural Experiment Station,  
Michigan State University,  
East Lansing.

## FOOD PURCHASING

Aims: To develop an understanding of food purchasing principles

To emphasize the relationship between purchasing and production of quality food

### 1. DEFINITIONS

Contract, purchasing agent, quotation, specification, staples, vendor (supplier), requisition

#### Resources

- (a) Oxford English Dictionary
- (b) Ontario Hospital Association, Ontario Dietetic Association, Correspondence Course for Food Supervisors, Lesson 2

### 2. PURCHASING POLICIES

These policies are established by top administrative officials of the institution.

- (a) Person responsible for food purchasing
  - (i) Purchasing agent for the institution
  - (ii) Dietitian
  - (iii) Other persons, e.g. dietary supervisor, food manager, head cook
- (b) Method of purchasing
  - (i) Competitive quotations: contract, telephone, visiting markets and/or suppliers, e.g. farmers, truck gardeners, salesmen
  - (ii) Direct purchase from specific suppliers

#### Resources

- American Hospital Association, Hospital Food Service Manual, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois
- American Hospital Association, Readings in Hospital Dietary Administration, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois
- West and Wood, Food Service in Institutions, 3rd edition, (John Wiley and Sons) General Publishing Co. Ltd.

### 3. RESPONSIBILITIES OF FOOD PURCHASER

- (a) Maintenance of ethical business standards: honesty, integrity, impersonality, impartiality
- (b) Selection of dependable vendors: consistent as to supply, quality, and delivery
- (c) Knowledge of food commodities and intended use
- (d) Maintenance of quality
  - (i) Buying to specifications
  - (ii) Ensuring delivered goods meet specifications

- (e) Investigation of new products and methods of packaging
- (f) Maintenance of food inventory at a practical level
- (g) Up-to-date knowledge of health standards and sanitary conditions of suppliers' establishments
- (h) Application of Froomans' Five Steps
  - (i) Find out what the food industry has to offer
  - (ii) Determine what best fits the need
  - (iii) Compile written specifications
  - (iv) Work out a buying procedure, decide on course of action
  - (v) Check and inspect all deliveries

Resources

West and Wood, Food Service in Institutions, 3rd edition,  
(John Wiley and Sons) General Publishing Co. Ltd.

4. FACTORS INFLUENCING KIND, QUALITY, AND QUANTITY OF FOOD PURCHASED

- (a) Planned menu
- (b) Food budget
- (c) Market prices
- (d) Availability of foods on the market
- (e) Production kitchen organization
  - (i) Number and skill of employees
  - (ii) Food preparation facilities
- (f) Labour cost in relation to purchase of convenience foods
- (g) Storage facilities, dry and refrigerated
- (h) Frequency of purchasing and deliveries
- (i) Food inventory
- (j) Number of people being fed
- (k) Keeping quality of food

Resources

American Hospital Association, Hospital Food Service Manual,  
American Hospital Association, 840 North Lake Shore  
Drive, Chicago 11, Illinois

## 5. STEPS IN FOOD PURCHASING PROCEDURE

- (a) Requisition provides specifications submitted from person in charge of food service to institutional purchasing agent
  - (i) Quantity
  - (ii) Unit: weight, volume
  - (iii) Name of commodity, form of packaging
  - (iv) Quality: grade, variety
  - (v) Delivery date
- (b) Quotation Request, a form with definite specifications sent in writing to vendors to obtain prices in writing
- (c) Selection of vendor determined by information supplied on returned Quotation Request, vendor quoting lowest price consistent with desired specifications is usually awarded the contract
- (d) Placing of order to vendor by telephone, directly to salesman, in writing on a purchase order form
- (e) Receiving
  - (i) Items delivered checked against purchase order
  - (ii) Items delivered checked against vendor's invoice or delivery slip to ensure goods described have been delivered

Note: Purchasing procedure varies according to policy of institution

### Resources

#### Books

- West and Wood, Food Service in Institutions, 3rd edition, (John Wiley and Sons) General Publishing Co. Ltd.
- Kotchevar, Lendal H., Quantity Food Purchasing, McOutcheon Publishing Corporation, 2526 Grove Street, Berkeley, California 94704
- American Hospital Association, Hospital Food Service Manual, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois
- Ontario Hospital Association, Ontario Dietetic Association, Correspondence Course for Food Supervisors, Ontario Hospital Association, 24 Ferrand Drive, Don Mills, Ontario
- Canada Department of Agriculture, Buy by Grade, Pamphlet, Canada Department of Agriculture, Consumer Section, Marketing Service
- Canada Department of Agriculture, Food Grading in Canada, Pamphlet, Canada Department of Agriculture, Consumer Section, Production and Marketing Branch



## HYGIENE AND SANITATION

Aim: To develop an understanding of the principles of sanitation and an appreciation of the importance of applying these principles in food handling

### 1. FOOD CONTAMINATION

- (a) How micro-organisms grow and multiply
- (b) Food borne infections: the organism, mode of transmission, foods implicated and preventive measures for the following diseases - brucellosis, colds, salmonellosis, streptococcal (scarlet fever, septic sore throat), tuberculosis, typhoid, parasitic dysentery, trichinosis
- (c) Food poisonings and intoxication: the organism, mode of transmission, foods implicated and preventive measures for the following:
  - (i) Bacterial: staphylococci, botulism
  - (ii) Chemical: arsenic, lead, cyanide
- (d) Food spoilage: the action of yeasts, moulds and bacteria on food to change the chemical composition and acceptability of the food
- (e) Rules for prevention of food contamination and bacterial growth

#### Resources

West, B.B., and Wood, L., Food Service in Institutions (John Wiley and Sons) General Publishing Co. Ltd.  
Stauffer, Lee D., Hospitals, Journal, American Hospital Association, 5 articles commencing July 16, 1964, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois.

### 2. FOOD STORAGE

- (a) Dry storage
  - (i) Physical facilities of area: dry, cool, well lighted, well ventilated
  - (ii) Physical storing facilities: metal shelving, skids
  - (iii) Inspection of food before storage for: broken packages, damaged cans, insect infestation
  - (iv) Systematic storage and proper labelling of all food items: cleaning equipment
  - (v) Stock rotation
  - (vi) Separate storage for all non-food items: cleaning equipment, paper, laundry, personal clothing
  - (vii) Housekeeping
  - (viii) Security measures and inventory control
- (b) Refrigerated storage
  - (i) Principles of refrigeration
  - (ii) Determination of space required: use of reach-in and walk-in; open shelves, angle slides (equipment)
  - (iii) Physical facilities: types of flooring, walls, ceilings; location of compressor, lighting

- (iv) Necessary controls of temperature to meet storage requirements for various foods; use of thermometers and location
- (v) Use of mobile shelving
- (vi) Inventory and security practices: potential sanitation hazard of unauthorized personnel in this area

#### Resources

Stauffer, Lee D., Hospitals, Journal, American Hospital Association, 5 articles commencing July 16, 1964, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois

West, B.B. and Wood, L., Food Service in Institutions, (John Wiley and Sons) General Publishing Co. Ltd.

### 3. FOOD HANDLING

- (a) High standards of personal hygiene
- (b) High standards of sanitation for all units which contact food: table tops, utensils, storage and serving pans
- (c) Proper methods of receiving, storing, preparing, and serving food to maintain high standards of sanitation

#### Resources

Richardson, Treva, A Training Course in Sanitation for Food Service Workers, 1959, Domestic Engineering Co., 1801 South Prairie Avenue, Chicago, Illinois

Stauffer, Lee D., Hospitals, Journal, American Hospital Association, 5 articles commencing July 16, 1964, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois

United States Department of Health, Education and Welfare, Sanitary Food Service Instructor's Guide, Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C.

West, B.B. and Wood, L., Food Service in Institutions, (John Wiley and Sons) General Publishing Co. Ltd.

### 4. PERSONAL HYGIENE

The purpose of this section is to emphasize the relationship between good personal hygiene and positive health, and to promote continuing interest in good health habits and sanitation for the group

- (a) Personal cleanliness
  - (i) The need for daily bathing, clean underclothing, use of deodorants, care of the hair
  - (ii) Oral hygiene: care and cleaning of teeth
  - (iii) Care of hands: appearance and length of nails, use of nail polish; control of open sores, cuts
  - (iv) Care of feet; proper shoes, stockings, care of blisters, cuts
- (b) Personal appearance
  - (i) Use of jewellery
  - (ii) Uniforms: the regularity of change; fit
  - (iii) Hair: neatly combed, clean, covered
  - (iv) Feet: shoes clean, stockings

- (c) Relation of personal sanitation to production of sanitary food
  - (i) Hand washing: controls infection arising from body wastes, nose, throat, and hair contamination
  - (ii) Smoking: increases possibility of oral infection
  - (iii) Improper shoes and stockings: increased possibility of food infection amongst staff
  - (iv) Result of food handling with open sores on hands, arms, face, neck
- (d) Need for pre-employment medical examination
  - (i) The use of stool cultures and chest X-rays to ensure against carriers of pathological bacteria
  - (ii) The use of a personal history and general medical to ensure healthy staff
- (e) Need for continuing medical program

#### Resources

- Richardson, Treva, A Training Course in Sanitation for Food Service Workers, 1959, Domestic Engineering Co., 1801 South Prairie Avenue, Chicago, Illinois
- United States Department of Health, Education and Welfare, Sanitary Food Service, Instructor's Guide, Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C.
- West, B.B. and Wood, L., Food Service in Institutions, (John Wiley and Sons) General Publishing Co. Ltd.

### 5. DISH WASHING AND HANDLING

- (a) Temperatures
  - (i) Importance of temperature in various stages of procedure; the accepted temperature for pre-rinse, wash, and final rinse; the reasons for each; the time temperature relationship for bacterial destruction
  - (ii) Manual dish washing: the equipment and procedure necessary for manual washing of dishes; the use of sterilizing compounds in the rinse tank
  - (iii) Auxiliary equipment in mechanical operation; the need for and use of boosters on the rinse line; the use and action of wetting agents on the rinse line
- (b) Water hardness
  - (i) Degrees of water hardness, and salts causing this condition
  - (ii) Effect of water hardness on detergent consumption, and appearance of tableware
  - (iii) Use of water softeners
- (c) Water pressure: the effect of extremes in water pressure in removing soil and sanitizing dishes
- (d) Detergents and sanitizing agents
  - (i) Definitions: soaps, detergents, wetting agents, sterilizing compounds
  - (ii) The role of each in dish-washing procedures
  - (iii) Additives to detergents to counteract water hardness

- (iv) Practical application of mathematics of detergents; the cost of washing dishes; the capacity of sinks, dish tanks, mop pails where detergent requirement is indicated in oz/gal
- (e) Dish handling
  - (i) Pre-scraping, sorting, and soaking
  - (ii) Methods of racking dishes for efficient washing
  - (iii) Procedure for prevention of contamination of clean dishes
  - (iv) Procedures for drying, transporting, and storing dishes
  - (v) Checking and discarding damaged dishes
  - (vi) Care required in handling cutlery and glass
  - (vii) Special considerations for nourishment dishes, patient's water glasses and jugs
- (f) Isolation technique: special procedures required for processing eating utensils for isolated patients; use of paper equipment
- (g) Pot washing: the need for same care as in sanitizing eating utensils
  - (i) Correct procedure for washing, drying, and storing pots, pans, and utensils
  - (ii) Types of equipment and size of operation to which each is suited; sink unit; sink unit with agitator (need for 3 compartments); mechanical equipment
- (h) Dish swabs and bacterial count
  - (i) Use of this procedure as a safe guard
  - (ii) Value of bacteria swabs in other areas of kitchen
  - (iii) Departments which can perform this service

#### Resources

West, B.B. and Wood, L., Food Service in Institutions, (John Wiley and Sons Incorporated) General Publishing Co. Ltd.  
U.S. Department of Health, Education and Welfare, Sanitary Food Service, Instructor's Guide, Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C.  
Statutes of Ontario Public Health Act - Regulation #506

## 6. PLANT SANITATION

- (a) Removal of dirt; compounds and their action in dirt removal by solution, emulsion and abrasion

The procedure and type of compound used for cleaning the following surfaces:

- (i) Metal: aluminum, stainless steel, galvanized iron, chrome
- (ii) Floors: linoleum, wood, asphalt, rubber, vinyl tile, quarry tile, terrazzo, concrete
- (iii) Walls: painted, plaster, glazed ceramic tile, structural glazed tile
- (iv) Ceilings: plaster, asbestos tile



- (b) Removal of stains: compounds and their action in stain removal by oxidation, reduction and abrasion

The procedure and type of compound used for removing stains from the following:

- (i) Stainless steel: tableware, utensils, tea pots, soup bowls, other equipment
  - (ii) Aluminum
  - (iii) China
  - (iv) Plastic
  - (v) Trays
  - (vi) Table tops
- (c) Planning for cleaning procedures
  - (i) Preparation of a cleaning schedule and inspection records
  - (ii) Regularity of cleaning: cooking, preparation and serving equipment; store room; refrigerators; floors; walls, ceiling; hoods and filters; vertical tray shaft; garbage storage area
  - (iii) Need for reliance on engineering staff
  - (iv) Prevention of excessive use of cleaning compounds
  - (v) Instruction in determination of cost of cleaning supplies per unit of work
- (d) Care and storage of equipment and supplies
  - (i) Cleaning and storing of: mops, scrub brushes, cleaning cloths, mechanical scrubbing equipment, cleaning compounds
  - (ii) Need for separate storage from food or chemicals in specific, well marked containers
- (e) Wash room and locker facilities
  - (i) General appearance
  - (ii) Location and cleanliness of toilet, wash basin and mirror
  - (iii) Use of well maintained soap dispensers
  - (iv) Use of paper towels or hand dryers
  - (v) Need for shower facilities
- (f) Rodent and insect control
  - (i) Results of rodent and insect infestation in damage to property and in transmittal of disease
  - (ii) Prevention of infestation: by plant sanitation and good housekeeping - availability and condition of screens, control of garbage storage and disposal, cleanliness of loading platform; purchase of supplies from sanitary sources; utilization of Health Inspectors
  - (iii) Control of infestation: use of insecticides and poisons and the role of the pest control operator
- (g) Lighting
  - (i) Need for good lighting throughout with emphasis in the dish-and pot-washing areas, and food service areas
  - (ii) Candle power required and factors affecting illumination
  - (iii) Types of lights used in food service areas
  - (iv) Method and regularity of cleaning

(h) Ventilation

- (i) Need for good ventilation: comfort of workers; expulsion of cooking odours
- (ii) Types of ventilating systems: fans, exhaust ducts, open windows
- (iii) Sanitary and safety precautions: use of filtered air; use of and regular cleaning of air filters; elimination of open fans

(i) Relationship of good housekeeping to fire prevention

- (i) Cleaning of air filters
- (ii) Storage of inflammable chemicals
- (iii) Cleaning of stoves and fryers
- (iv) Storage of soiled laundry and cleaning cloths
- (v) Condition of traffic aisles and exits

Resources

- Clawson, Augusta H., Equipment Maintenance Manual, (Ahrens Publishing Company) General Publishing Co. Ltd.
- West, B.B. and Wood, L., Food Service in Institutions, (John Wiley and Sons) General Publishing Co. Ltd.
- American Hospital Association, Hospital Food Service Manual, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois

7. GARBAGE DISPOSAL

(a) Control of waste in the kitchen

- (i) Need for garbage cans with tight-fitting lids, sorting of wet and dry garbage, can dollies
- (ii) The use of plastic cans and plastic liners; the possible hazards involved

(b) Garbage-holding unit

- (i) Frequency of garbage removal from kitchen
- (ii) Use of refrigerated and non-refrigerated storage
- (iii) Frequency of garbage removal from storage area

(c) Disposal of waste

- (i) Incinerator
- (ii) Disposal units
- (iii) Removal from premises

(d) Cleaning of garbage cans and storage area

- (i) Equipment and procedure for cleaning and sanitizing garbage cans; frequency of cleaning
- (ii) Need for clean storage area and regular inspection of the area
- (iii) The role staff training plays in proper maintenance of garbage area and equipment

8. GREASE TRAPS

(a) Explanation of the use and construction of grease traps

(b) Method of cleaning

(c) Use of enzymes to eliminate need for internal cleaning



9. GOVERNMENT PROTECTIVE LEGISLATION

- (a) Public Health Act: Ontario Statutes
    - (i) Regulation #506; eating establishments - control on construction, equipment, maintenance, personnel, sanitary facilities, cleansing and storage of utensils, inspection
    - (ii) Regulation #516: meat inspection
    - (iii) Regulation #513: milk pasteurization
  - (b) Public Hospitals Act: Ontario Statutes
    - Regulation providing for personnel chest x-rays
  - (c) Act to provide for Inspection of Meat for Human Consumption: Ontario Statutes
    - Inspection of meat, slaughtering of animals, licensing of operator, sale of meat
  - (d) Canada Agricultural Products Standards Act
    - (i) Dressed and eviscerated poultry
    - (ii) Shell eggs
    - (iii) Processed fruits and vegetables
  - (e) Fruit, Vegetable and Honey Act: Regulations
  - (f) Meat and Canned Food Act: Regulations
    - (i) Chapter 177, Processed Fruits and Vegetables
- Regulations under the Acts in (d), (e), and (f) establish grades, standards, and inspections
- (g) Meat Inspection Act: Regulations
  - (h) Food and Drug Act: Part 11 - Foods
    - Established composition of various foods, controls poisonous substances and limits preservatives
  - (i) Animal Contagious Diseases Act:
    - Regulation #515: The feeding of swine

## MENU PLANNING

Aims: To learn the essential information required in the planning of menus for quantity food service

To develop an appreciation of the importance of good menu planning as the basis in providing nutritionally adequate and enjoyable meals

### 1. INTRODUCTION

- (a) Definitions such as: menu, master menu, cycle menu
- (b) Purpose of menu planning

### 2. PREREQUISITES OF MENU PLANNING

- (a) Attributes of the menu planner: knowledge of food and nutrition, imagination, interest in people and food, artistic flair
- (b) Tools of menu planning
  - (i) Previous menus
  - (ii) Recipe file
  - (iii) Menu suggestion lists
  - (iv) List of available food items
  - (v) Professional and trade journals
  - (vi) Inventory of foods on hand
- (c) Time and place for menu planning

### 3. BASIC FACTORS OF MENU PLANNING

- (a) Basic knowledge of food and nutrition
- (b) Knowledge of patrons such as: local food habits, age, sex, nationality, race, religion
- (c) Budget: type of institution, planning the menu within the limits of the funds available
- (d) Foods available
  - (i) Seasonal variation
  - (ii) Proximity to source of food supply
  - (iii) Frequency of delivery
  - (iv) Storage facilities: dry and refrigerated
- (e) Equipment available
  - (i) Food production equipment
  - (ii) Food service equipment
- (f) Personnel available
  - (i) Skills
  - (ii) Number

#### 4. KINDS OF MENUS

- (a) Master menu
  - (i) Description, format
  - (ii) Use
  - (iii) Inclusion of house diets such as: full, soft, fluid, and clear fluid
- (b) Cycle menu
  - (i) Description, format, length of cycle
  - (ii) Use
  - (iii) Advantages and disadvantages
- (c) Selective menu
  - (i) Description, format, extent of choices to be offered
  - (ii) Use
  - (iii) Advantages and disadvantages

#### 5. SELECTION OF FOODS

- (a) Combination of food according to: texture, colour, temperature, flavour, shape and form
- (b) Special holidays
- (c) Variety in food preparation
- (d) Balanced use of expensive and less expensive foods

#### 6. MENU PLANNING PROCEDURE

- (a) Participants in menu planning
- (b) Time of menu planning
  - Advantages of advance planning
- (c) Sequence of basic menu planning
  - (i) Meats or other entrée for each day
  - (ii) Soups, vegetables, salads, and potatoes
  - (iii) Desserts
  - (iv) Accompaniments
  - (v) Breakfast items
  - (vi) Check for nutritional adequacy according to Canada's Food Guide
  - (vii) Check for food combination
- (d) Review of menu with employees
  - Use of menu conference

#### 7. EVALUATION OF MENU

- (a) Patron satisfaction, comments, plate waste
- (b) Ease of preparation, utilization of equipment and staff
- (c) Cost

Resources

(a) Books

American Dietetic Association     Hospital Food Service Manual,  
American Hospital Association  
American Dietetic Association, 1600 - 20th St. N.W.,  
Washington, D.C.

Fowler and West, Food for Fifty, General Publishing Co. Ltd.

Stanley and Kline, Foods, Their Selection and Preparation,  
Ginn and Company

West and Wood, Food Service in Institutions, (John Wiley and  
Sons) General Publishing Co. Ltd.

(b) Current Publications

Institutions Magazine, Domestic Engineering Co., 1801 South  
Prairie Avenue, Chicago 16, Illinois  
Hospitals, American Hospital Association, 840 North Lake  
Shore Drive, Chicago 11, Illinois

## NUTRITION

Aims: To develop some understanding of the role of nutrition in achieving and maintaining good health

To develop understanding of the essential information which will be required in the planning of meals for individuals of varying age groups, socio-economic backgrounds and conditions of health

To appreciate the involvement of the individual in community and world health

### 1. INTRODUCTION

- (a) Brief history of science of nutrition
- (b) Importance of nutrition to:
  - (i) The individual
  - (ii) The food supervisor
  - (iii) Community and world health

### 2. FUNCTIONS AND METABOLISM OF FOOD

- (a) Functions
  - (i) Physical: energy and heat, building and repair, regulation and protection
  - (ii) Psychological: pleasure and enjoyment
- (b) Metabolism
  - (i) Basal metabolic rate
  - (ii) Energy requirements
  - (iii) Definition of a calorie

### 3. NUTRITIONAL REQUIREMENTS

- (a) Canada's Food Guide
- (b) Recommended Daily Allowance
- (c) Canadian Dietary Standard

### 4. NUTRIENTS

- (a) Definition
- (b) Specific description of each nutrient to include:
  - (i) Chemical composition
  - (ii) Functions
  - (iii) Sources, with emphasis on best sources
  - (iv) Recommended daily allowance; results of excessive or insufficient intakes

## 5. DIGESTION AND ABSORPTION

### (a) Digestion

- (i) The digestive system: description with diagram
- (ii) Functions of each part of digestive system: mechanical; chemical, including enzymatic action, where, when and how each nutrient is digested and the end products of digestion

### (b) Absorption and storage of nutrients: where, when and how each nutrient is absorbed and stored

### (c) Factors affecting digestion

- (i) Environmental: familiarity of surroundings, emotional state, physical health
- (ii) Mechanical: manner in which food is prepared, eating habits, condition of teeth
- (iii) Chemical: sensitivity to some foods

## 6. NUTRITION OF THE LIFE CYCLE

### (a) Nutrition in pregnancy and lactation

- (i) Importance of adequate nutrition for the mother and child
- (ii) Reasons for increased nutritional requirements
- (iii) Danger of excessive food intake and weight gain

### (b) Infant nutrition

- (i) Nutritional state of newborn
- (ii) Rate of growth and development
- (iii) Nutritional requirements; results of inadequate intake; preventive measures

### (c) Childhood nutrition

- (i) Need for proper nutrition
- (ii) Nutritional requirements, Canada's Food Guide, Canadian Dietary Standard
- (iii) Development of good eating habits and methods of food selection
- (iv) Factors which influence eating habits: psychological, environmental
- (v) Results of poor eating habits: overweight, excessive intake of certain foods, inadequate intake of essential nutrients
- (vi) Suggestions for feeding children in hospital

### (d) Adolescent Nutrition

- (i) Need for proper nutrition
- (ii) Nutritional requirements, Canada's Food Guide, Canadian Dietary Standard
- (iii) Development of good eating habits and methods of food selection
- (iv) Factors which influence eating habits: psychological, environmental
- (v) Analysis of common food fads and fallacies
- (vi) Survey of recent studies of teen-age nutrition



- (e) Adult nutrition
  - (i) Need for proper nutrition
  - (ii) Nutritional requirements, Canada's Food Guide, Canadian Dietary Standard
  - (iii) Development of good eating habits and methods of food selection
  - (iv) Factors which influence eating habits: psychological, environmental
  - (v) Analysis of common food fads and fallacies
- (f) Nutrition in geriatrics
  - (i) Need for proper nutrition
  - (ii) Modifications of normal diet because of physiological changes such as lowered metabolic rate
  - (iii) Food habits of older people
  - (iv) Factors affecting food habits: physiological, environmental, economic
  - (v) Planning adequate meals for elderly persons

## 7. FOOD HABITS OF CULTURAL GROUPS

- (a) Brief survey of food habits and dietary restrictions of various ethnic groups
- (b) Prevalence of nutritive deficiencies
- (c) Progress in solution of nutritional problems of ethnic groups

## 8. PUBLIC HEALTH NUTRITION AND EDUCATION

- (a) Survey of existing public health organization at various levels: international, federal, provincial, municipal
- (b) Public health legislation: Public Health Act, Food and Drug Act
- (c) Role of Food and Drug Directorate in regulation of food additives

### Bibliography

- Brown and Robertson, The Normal Child, Harlequin Books, Montreal, 1963
- Deutsch, R. M., The Nuts Among the Berries, Ballantyne Books, New York
- Hiltz, M., Fundamental Nutrition in Health and Disease, Macmillan 1961
- Krause, M. V., Food, Nutrition and Diet Therapy, (W. B. Saunders) 3rd. ed. McAinsh, Toronto
- Martin, E. A., Nutrition in Action, Holt, Rinehart and Winston
- Mowrey, L., Basic Nutrition and Diet Therapy for Nurses, (C. V. Mosby Co.) McAinsh, Toronto
- Robertson, E. C., Nutrition for To-Day, McClelland and Stewart Ltd., Toronto
- Simoons, Eat Not This Flesh, University of Wisconsin

## Current Publications

Nutrition Division, Department of National Health and Welfare,  
Canadian Nutrition Notes.

## Charts

Local Milk Foundation or Milk Foundation of Canada, 2 Thorncliffe  
Park Drive, Toronto 17, Catalogue of Educational Materials (Prices Listed)

National Livestock and Meat Board, 36 Wabash Avenue, Room 700,  
Chicago 3, Illinois, Food Value Charts

## Films

Ontario Department of Health,  
Information and Publicity Branch,  
Room 5424, East Block,  
Parliament Buildings,  
Toronto 5, Ontario.

Balance Your Diet for Health  
and Appearance  
Mystery in the Kitchen  
Food For Freddy

Canadian Film Institute,  
1762 Carling Avenue,  
Ottawa, Ontario.

It's All in Knowing How

Sovereign Films Distributors,  
277 Victoria Street,  
Toronto, Ontario.

Digestion In Our Bodies  
Nutritional Needs of Our Bodies

## RECORDS PERTAINING TO COST CONTROL

Complete and accurate records are basic requirements for scientific cost control. The number and type of records are determined by the policy of the institution.

Aims: To promote understanding of the importance of keeping accurate records which are used for efficient management

To develop skill in keeping and interpreting records

To foster respect for the confidential nature of records

### 1. FACTORS DETERMINING VALUE OF RECORD

- (a) Availability
- (b) Accuracy
- (c) Promptness of notation
- (d) Current usefulness

### 2. TYPES OF RECORDS

- (a) Daily meal census
  - (i) Purpose: to record number of people fed
  - (ii) Classification, including patients on regular and modified diets, infant formulae, paying and non-paying employees, guests
  - (iii) Use: purchase of food, calculation of meal cost
- (b) Daily food requisition
  - (i) Purpose: to obtain daily food requirement for each area of food preparation and service
  - (ii) Classification: storeroom, kitchen stores, refrigerators
  - (iii) Use: to compile daily raw food consumption  
to compile daily raw food cost  
to control food supplies
- (c) Daily raw food consumption report
  - (i) Purpose: to record the quantity in unit weight or measure of food commodities consumed
  - (ii) Source: daily food requisitions
  - (iii) Use: to calculate average daily consumption per person  
to calculate daily cost of raw food
- (d) Daily food cost report
  - (i) Purpose: to summarize the cost of food items used during the day
  - (ii) Source: extended daily food requisitions
  - (iii) Use: to compile monthly food report

(e) Monthly food report

- (i) Purpose: to record number of meals served  
to record total consumption and cost  
to record the average consumption and  
cost per day
- (ii) Source: meal census  
daily raw food consumption report  
daily food cost report
- (iii) Use: cost and consumption control

(f) Receiving records

- (i) Purpose: to check goods on delivery against  
specifications laid down on purchase order
- (ii) Classification: invoice, delivery slip
- (iii) Use: to record goods received and by whom

(g) Food inventories

- (i) Purpose: to provide an accurate and instant  
knowledge of goods on hand
- (ii) Classification: physical, perpetual
- (iii) Sources: invoices, delivery slips, daily food  
requisitions
- (iv) Use: to facilitate purchasing  
to prevent overstocking, waste and theft

Resources

(a) Books

American Hospital Association, Hospital Food Service Manual,  
American Hospital Association, 840 North Lake  
Shore Drive, Chicago 11, Illinois

Kotschevar, Lendal H., Quantity Food Purchasing, McCutcheon  
Publishing Corporation, 2526 Grove Street,  
Berkeley, California 94704, U.S.A.

West and Wood, Food Service in Institutions, 3rd edition  
(John Wiley and Sons) General Publishing Co. Ltd.

(b) Current Publications

The Modern Hospital Magazine July 1952, The Modern Hospital  
Publishing Company, Incorporated, 919 North Michigan Avenue,  
Chicago 11, Illinois

## SAFETY

Aims: To become aware of the vital importance of safe practices

To develop a sense of responsibility to investigate, analyze and correct unsafe practices

### 1. SAFETY TRAINING

#### (a) Motivation

- (i) The need for correct attitude of supervisor
- (ii) A knowledge of the safety program in the institution and department

#### (b) Staff training programs

- (i) Operation of equipment
- (ii) Principles of bending and lifting
- (iii) Procedures such as: storing linen and cleaning compounds; parking trucks and other mobile equipment

### 2. FIRE PROGRAM

#### (a) Causes of fire

- (i) Matches and smoking: smoking areas not well defined or adhered to; ash trays poorly constructed or missing; staff taking unscheduled smoke breaks
- (ii) Electrical appliances and wiring: lack of inspection, lack of training in use of equipment, poorly scheduled cleaning and maintenance program
- (iii) Spontaneous combustion: poor housekeeping, poor control and storage of combustible supplies

#### (b) Prevention of fire

- (i) Construction of building
- (ii) Establishment of program to control general causes
- (iii) Training of staff

#### (c) Control of fire

- (i) Types of fire alarm systems
- (ii) Types and use of fire extinguishers
- (iii) Location of fire extinguishers and blankets
- (iv) Emergency program and drill: saving of life through sealing off of elevators and other shafts, closing down ventilating systems, closing windows and doors; training and drills

### 3. HEALTH PROGRAM

The relation of the knowledge of hygiene and sanitation to the safety of the individual and the group

### 4. EQUIPMENT

- (a) Availability: the importance of having the correct equipment to prevent back strain, scalds

- (b) Location
  - (i) Proper storage of trucks, knives, and other equipment when not in use
  - (ii) Lighting over power equipment
  - (iii) Easy access for cleaning
- (c) Construction
  - (i) Rounded corners
  - (ii) Swivel casters and brake on mobile equipment
  - (iii) Size and weight of mobile equipment
  - (iv) Safety valve on steamers, kettles, coffee urns
  - (v) Guards on slicers, choppers
  - (vi) Ease of dismantling
- (d) Staff training: the need for teaching safe practices, at the same time as teaching the job
  - (i) Cooking facilities - safe practices: boil overs, location of pot handles, handling of hot pans, uncovering cooking foods, use of steam, use of gas
  - (ii) Coffee urns: use of safe platforms, use of spigot
  - (iii) Power machinery: handling by authorized personnel only, use of guards, use of ramps, power off when not in use, plug out when being cleaned, prohibited use of hose for cleaning
  - (iv) Pressure cooking: releasing pressure before uncovering, inspection of gauges, condition of relief valve
  - (v) Cutting tools: proper washing and storage of knives, maintaining sharp cutting edges, correct use and storage of cutting boards
  - (vi) China and glassware: washing, discarding of broken or chipped, storage
- (e) Materials
  - (i) Non-toxic metals
  - (ii) Non-skid floor
  - (iii) Properly seasoned cutting boards

## 5. HOUSEKEEPING

- (a) Floors
  - (i) Proper method of cleaning (one side at a time)
  - (ii) Immediate cleaning of spilled food
  - (iii) Use of warning signs
- (b) Doorways
  - (i) Condition of exit doors and area
  - (ii) Method of moving equipment through swinging doors
- (c) Supplies
  - (i) Proper storage of cleaning supplies
  - (ii) Proper labelling
- (d) Training
  - (i) To be tidy
  - (ii) To be watchful
  - (iii) To report



6. ELEMENTS OF HAZARD

- (a) Lifting: the right and wrong way to lift; the result of bad lifting technique
- (b) Sharp utensils: correct washing and storage of knives
- (c) Falls: slippery floors: too large loads; lighting; stairs; door thresholds; ladders; stools
- (d) Haste
- (e) Lack of awareness: need for training
- (f) Personal condition: fatigue, inattention, poor eyesight, carelessness
- (g) Poor equipment: pot holders, oven gloves, broken ladles, spoons, etc.
- (h) Physical plant:
  - (i) Blind corners
  - (ii) Cross traffic
  - (iii) Irregular floors
  - (iv) Wrong way doors
  - (v) Poorly located equipment
  - (vi) Refrigerators: floors and doors
- (i) Clothing
  - (i) Incorrect shoes and uniforms
  - (ii) Storage of outside clothing and purses
- (j) Improper use of power by unprepared worker

7. ACCIDENT REPORTS AND FORMS

- (a) Internal
- (b) Workmen's Compensation Board
  - (i) Forms, regulations
  - (ii) Understanding of how this functions

8. ACCIDENT CONTROL CHECK LIST

Resources

American Hospital Association, Safety Manual, American Hospital Association, 840 North Lake Shore Drive, Chicago 11, Illinois

West, B.B. and Wood, L., Food Service in Institutions, (John Wiley and Sons) General Publishing Co. Ltd.

Local Fire Department

## SUPERVISION

Aim: To introduce the pupil to the basic management techniques and to develop an understanding of these techniques.

### 1. INTRODUCTION

- (a) Role of the Supervisor
  - (i) Material to be covered, scope and importance of the course
  - (ii) Role (place) of the dietary supervisor in relation to higher management and employees
  - (iii) Role (place) of the dietary supervisor in the food service industry as a whole
- (b) Types of Supervisors
  - (i) Autocratic
  - (ii) Laissez-faire or "free rein"
  - (iii) Democratic
- (c) Attributes of a Supervisor
  - (i) Knowledge of employees' duties
  - (ii) Knowledge of scope of his authority and responsibility
  - (iii) Skill in planning
  - (iv) Skill in instructing
  - (v) Skill in leadership, including human relations aspects, ability to cope with problems, etc.

### 2. TECHNIQUES OF SUPERVISION

- (a) Complete knowledge of employees' duties
  - (i) Job description: definition, information needed to write job description, steps in preparing job description
  - (ii) Technical knowledge: amount needed by supervisor
- (b) Complete knowledge and scope of authority and responsibility
  - (i) Organization of institution or place of employment
  - (ii) Operational policies of institution or place of employment
  - (iii) Understanding of own responsibilities
- (c) Skill in planning
  - (i) Definition of planning
  - (ii) Benefits of planning
  - (iii) How to plan work: supervisor's; employees', such as work schedules, time sheets
  - (iv) Work simplification: Definition
    - Objectives and benefits
    - Major obstacles
    - Steps: selection of the job; record of details by means of job breakdown, work sampling, flow process chart, flow diagram, operation chart; job analysis; development of job improvements; installation of new methods

(d) Skill in Instruction

- (i) Job instruction training: Definition  
4 Step method -  
Preparation of employee for instruction  
Presentation of the jobs  
Tryout performance  
Follow up
- (ii) In-service education: Importance of staff training programs  
Organization of staff training programs  
Staff conferences - how to hold a conference  
Planning and use of procedure manuals
- (iii) Techniques of individual supervision: How to give instructions, written and oral  
Points to remember:  
manner, circumstances, written instructions, indication for written orders

(e) Skill in leadership

- (i) Essential qualities of an effective leader, including the human relations aspect and how to develop them: intelligence, integrity, loyalty, fairness, forcefulness, judgement, kindness, knowledge of work, health, ability to co-operate
- (ii) How to develop essential leadership qualities
- (iii) Principles of job relation training, illustrating the need for planning, organizing, integrating and measuring
- (iv) How to counsel problem employees

3. EMPLOYEE RECRUITMENT, SELECTION AND ORIENTATION

(a) Recruitment

- (i) Need for recruitment program
- (ii) Sources of employees: personal contact, newspaper advertisement, employment agencies, schools
- (iii) Application forms: format, job description, necessary detail
- (iv) Job specification

(b) Selection

- (i) Preliminary interview: screening, purpose, procedure, necessary data, responsibility of interviewer, responsibility of applicant, use of tests to determine suitability, evaluation
- (ii) The interview: purpose, procedure, necessary data, responsibility of interviewer, responsibility of applicant, evaluation

- (c) Orientation
  - (i) Introduction to place of employment (brief history)
  - (ii) Explanation of procedures and policies, employees' handbook
  - (iii) Tour
  - (iv) Introduction to fellow employees, supervisors, and work area
  - (v) Review of job description
  - (vi) Review of job instruction, techniques
- (d) Termination of Employment
  - (i) Procedure
  - (ii) Reasons
- (e) Organization of a Personnel Program
  - (i) Definition of personnel policies
  - (ii) Scope of personnel policies
  - (iii) Fringe benefits: Workmen's Compensation Board, Ontario Hospital Services Commission, Pension Plan, etc.
  - (iv) Necessary employee records
- (f) Labour Relations
  - (i) Act and Regulations
  - (ii) Union organization
  - (iii) Role of supervisor
  - (iv) Relationship with union steward
  - (v) Collective bargaining
  - (vi) Grievance procedure and collective agreement

#### 4. APPLICATION OF TECHNIQUES

Workshops at intervals throughout the course are suggested as practical demonstrations using case histories.

##### Resources

###### (a) Books

Uris, Auren, How to be a Successful Leader, McGraw-Hill of Canada

Bittel, Lester R., What Every Supervisor Should Know, McGraw-Hill of Canada

Cooper, Alfred M., How to Supervise People, McGraw-Hill of Canada

West and Wood, Food Service in Institutions, (John Wiley and Sons) General Publishing Co., Toronto

- (b) Canadian Hospital, Journal of the Canadian Hospital Association, May, 1962, January, 1963, Canadian Hospital Association, 25 Imperial Street, Toronto 7
- Journal of the American Dietetic Association, June, 1961, February, 1963, American Dietetic Association, 1600 - 20th St. N.W., Washington, D.C.

Institutions, Ritchley, John A., Communications: The Art of Giving 'the Word'

Hospital Progress, March, 1962, Vol. 43, No. 3

(c) Films

The Supervisor as a Leader, Parts I and II, 14 min. each  
Metropolitan Film Library, 220 College Street,  
Toronto, Ontario

Stephan Banner Supervisor, 45 min., Metropolitan Film Library,  
220 College Street, Toronto, Ontario

How to Train, 90 min., Standard Brands, 672 Dupont Street,  
Toronto, Ontario

How to Employ, 90 min., Standard Brands, 672 Dupont Street,  
Toronto, Ontario

Oral Communications, Standard Brands, 672 Dupont Street, Toronto  
Ontario

Increasing Employee Productivity, 90 min., Standard Brands,  
672 Dupont Street, Toronto, Ontario





PART II

HOME ECONOMICS

SENIOR DIVISION

COURSE OF STUDY FOR GRADE II

CONTENTS

Introduction	i
Section 1: Family Development	1
Section 2: Housing and Interior Design	14

HOME ECONOMICS  
SENIOR DIVISION  
DIETARY SUPERVISORS COURSE

INTRODUCTION

Allotment of Time and Organization

This course of study is divided into two sections. Section I is composed of Family Development with which a short course in Management is integrated. Section II covers Housing and Interior Design.

A single and a double period should be allotted each week, throughout the year, to Family Development. The facilities of a Foods and Nutrition room are necessary for this section of the course.

Two single periods or one double period should be allotted each week, throughout the year, to Housing and Interior Design. For this work the facilities of the Textiles and Clothing room are desirable but not essential.

In the suggested allotment of time to topics in the following outlines, the home economics prerequisite for entering the dietary supervisors' course has been taken into account.

Correlation with Other Subjects

The teacher of Family Development should be familiar with the courses of study in health and dietary subjects, especially in the area of supervision, and should emphasize the numerous interrelationships which exist.

Many basic principles developed in the Housing and Interior Design course should be taught as equally applicable to the home and the food service institution.

Bibliography

"Tr" following the titles of books listed in this publication is intended to indicate that such books are likely to prove more suitable references for the teacher than the pupil.

## GRADE 11

### Section 1

#### FAMILY DEVELOPMENT

Aims: To appreciate the importance of the family as the basic unit of society

To understand the prime importance of the family in the development of the personality of each individual

#### 1. HISTORY OF HOME LIFE IN ONTARIO

Time allotment: the equivalent of approximately 6 single periods

- (a) Survey of the history of home life in Ontario from pioneer to modern times by a study of the transition in:
- (i) Housing: from log cabins and early rural and urban houses to modern
  - (ii) Equipment: from pioneer to modern heating, lighting, plumbing, cooking and laundry equipment
  - (iii) Furnishings: from pioneer and Victorian furnishings to modern
  - (iv) Food: from home production, preparation and preservation to industrialization of the food industry
  - (v) Textiles and clothing: from spinning, weaving, craft production (i.e., rugs, coverlets, and quilts) and clothing construction in the home to industrialization of the textile and clothing industries
  - (vi) Health: from conditions and practices related to health in pioneer times (i.e., home remedies, patent medicines, common diseases, accidents, mortality rates, rural medical care) to modern medical and community health services
  - (vii) Economics: from the high degree of economic self sufficiency of the pioneer family to increasing dependency on cash income; expanding income and wants of modern, affluent society
  - (viii) Education: from vocational education on the farm and in the home to training in schools

- (ix) Religion: worship and teaching of ethics within and outside the home
- (x) Recreation and community activities: barn and house raisings, bees, church socials, dances, fairs, family festivals, music, skating, sledding and ice-boating in pioneer times; modern family recreation and community activities
- (xi) Roles of family members: changing roles of husband and father, wife and mother, children and adolescents, other relatives

### Resources

- (a) Albums and letters
- (b) Books

Note: Such books as the following may be used for reference and supplementary reading. Most books listed are in print and all are commonly found in public or school libraries. The setting of some books is indicated in parenthesis.

Campbell, G., Thorn Apple Tree, (Williamstown), Collins, Belhaven House, Toronto.

Case, V., Applesauce Needs Sugar, (farm life, about 1900), Doubleday

Child, P., The Victorian House, Ryerson

Costain, T., Son of a Hundred Kings, (Hamish Hamilton), Collins

Craig, G.M., Early Travellers in the Canada, (1791-1867), Macmillan of Canada

Creighton, L., High Bright Buggy Wheels, McClelland and Stewart

Davies, R., At My Heart's Core, (play: Peterborough area), Clarke, Irwin

Fowke et al., Canada's Story in Song, Gage  
Folk Songs of Canada, Waterloo Music Co.

French, M.P., Boughs Bend Over, (Iroquois), McClelland and Stewart or Macmillan of Canada

Gowans, A., Looking at Architecture in Canada, Oxford

Guillet, E.C., Pioneer Days in Upper Canada, University of Toronto Press

- Kyte, E.C., Old Toronto, Macmillan of Canada
- Hamil, F.C., Lake Erie Baron, (London - St. Thomas area), Macmillan of Canada  
The Valley of the Lower Thames, University of Toronto Press
- Hubbard, R.H., The Development of Canadian Art, Queen's Printer
- Jamieson, A.B., Winter Studies and Summer Rambles, (1837), Nelson
- Kennedy, D., Incidents of Pioneer Days, (Guelph and Bruce County)
- Langton, A., A Gentlewoman in Upper Canada, Clarke, Irwin
- Macrae and Adamson, The Ancestral Roof, Clarke, Irwin
- Minhinnick, J., Early Furniture in Upper Canada Village, Ryerson
- Moodie, S., Life in the Clearings, (Belleville, about 1850), McClelland and Stewart  
Roughing it in the Bush, (Peterborough area 1832), McClelland and Stewart
- Radcliff, J., Authentic Letters from Upper Canada, Macmillan of Canada
- Reaman, G.E., Trail of the Black Walnut, (Kitchener and Niagara), McClelland and Stewart
- Shaw, B., Laughter and Tears, (Georgian Bay), Exposition Press
- Sissons, C.B., My Dearest Sophie, Ryerson
- Slater, P., The Yellow Briar, (Toronto and Caledon Hills), Macmillan of Canada
- Stevens, G., In a Canadian Attic, Ryerson
- Spencer, A., Spinning and Weaving - Upper Canada Village, Ryerson
- Symons, H.L., Playthings of Yesterday, Ryerson
- Trail, C.P., The Backwoods of Canada, (Peterborough area 1830), McClelland and Stewart

(c) Films and Slides

- Metropolitan Toronto Region Conservation Authority, Pioneer Village at Black Creek, Metropolitan Region Conservation Authority, Woodbridge, Ontario

- (d) Heirlooms
- (e) Historical societies
- (f) Museums and pioneer villages
  - (i) Local  
For locations see: Ontario History available from  
Ontario Department of Travel and Publicity, Parliament Buildings,  
Toronto.
  - (ii) Royal Ontario Museum, Toronto
- (g) Newspapers
- (h) Periodicals  
Ontario Homes and Living
- (i) Recordings of Canadian folk songs  
Folkways FM4005
- (j) Tape recordings of reminiscences of senior citizens

## 2. FUNCTIONS OF THE FAMILY

Time allotment: the equivalent of approximately 6 single periods

- (a) Summary of the traditional functions of the family deduced from the preceding survey of the history of home life in Ontario: economic, educational, moral, religious, recreational, socializing function including the transmission of the culture to the young, moulding the personality of the young, meeting the needs of the family members for affection and emotional security
- (b) Technological and social changes of 20th century affecting family life such as: industrialization, urbanization, improved standards of education, gainful employment of women, adoption of labour saving equipment, application of democratic principles in personal relationships, impact of mass media of communication, mobility, growth of the welfare services of institutions and government
- (c) Modified functions of family reflecting technological and social changes
  - (i) Shift, in varying degrees, from the family to industry and institutions of the economic, educational, religious and recreational functions
  - (ii) Greater relative importance of socializing function



- (d) Prime importance of family to personality development
  - (i) Need for affection and emotional security
  - (ii) Development of values
  - (iii) Training for, and acceptance of, masculine or feminine role

### Resources

#### (a) Books

- Allen, F.L., The Big Change, (Harper) Longmans Canada Tr.
- Duvall, E.M., Family Development, Chapter 3, (Lippincott) McClelland and Stewart Tr.
- Duvall, E.M., Family Living, Chapter 1, 19, Collier Macmillan
- Gruenberg, S.M., The Encyclopedia of Child Care and Guidance, Doubleday Tr.  
pages 675-682 (Mead, Family Life is Changing)  
pages 683-692 (Spock, What We Know about the Development of Healthy Personalities)  
pages 997-1005 (Swift, Character and Spiritual Values)
- Ogburn and Nimkoff, Technology and the Changing Family, (Houghton Mifflin) Nelson Tr.

#### (b) Film

National Film Board, Canadian Profile, Roots of Happiness

### 3. FAMILY LIFE CYCLE

Time allotment: the equivalent of approximately 24 single periods

- (a) Concept of the family life cycle as the universal sequence of family development, stages of the family life cycle, overlapping of stages
- (b) Concept of the developmental task as applied to the individual and the family
- (c) Beginning stage of family life cycle
  - (i) Analysis of problems of beginning stage
  - (ii) Deduction of developmental tasks of beginning stage

(d) Expanding stage of family life cycle

- (i) Analysis of chief problems and deduction of chief developmental tasks of the expanding family with:
  - infant and preschool child
  - school age children
  - adolescents
- (ii) Chief developmental tasks of children in:
  - infancy and preschool years
  - school years
  - adolescence
- (iii) Principles involved in physical care of infants and young children

(e) Contracting stage of family life cycle

- (i) Analysis of problems and deduction of developmental tasks of the family:
  - as a launching centre
  - in the middle years
  - in the later years

Resources

Concepts of the family life cycle and development task  
Beginning stage of family life cycle

Books

Duvall, E.M., Family Development, Chapters 1, 2, 6 and 7, (Lippincott),  
McClelland and Stewart Tr.

Duvall, E.M., Family Living, Chapter 13, (Lippincott), McClelland and  
Stewart

Expanding stage of family life cycle

(a) Books

Duvall, E.M., Family Development, Chapters 8, 9, 10, 11,  
(Lippincott), McClelland and Stewart Tr.

Duvall, E.M., Family Living, Chapters 15, 16, 17, (Lippincott),  
McClelland and Stewart

Hawkes and Pease, Behavior and Development from 5 to 12,  
(Harper), Longmans Canada Tr.

Jenkins, G.G., et al., These Are Your Children, (Scott Foresman),  
Gage

- (b) Current publications available from local health unit

Department of National Health and Welfare  
Up The Years From One to Six  
Child Training Series

Ontario Department of Health  
The Early Years

- (c) Films of the National Film Board

<u>Are People Sheep?</u>	<u>Frustrating Fours to</u>
<u>Being Different</u>	<u>Fascinating Fives</u>
<u>Children of Change</u>	<u>Honest Truth</u>
<u>He Acts His Age</u>	<u>Making a Decision</u>
<u>Family Circles</u>	<u>Mother and Child</u>
<u>Four Families</u>	<u>New Baby</u>
<u>From Sociable Six to</u>	<u>Teens</u>
<u>Noisy Nine</u>	<u>Terrible Twos and Trusting</u>
<u>From Ten to Twelve</u>	<u>Threes</u>
	<u>Who is Sylvia?</u>
	<u>Why Won't Tommy Eat?</u>

- (d) Observations of children; case studies

Contracting stage of family life cycle

- (a) Books

Duvall, E.M., Family Development, Chapters 12, 13, 14,  
(Lippincott), McClelland and Stewart

Tr.

- (b) Film

National Film Board, The Yellow Leaf

4. FAMILY CUSTOMS IN OTHER COUNTRIES

Time allotment: the equivalent of approximately 2 single periods

- (a) Difference in customs, with reference to countries of origin of New Canadian pupils
- (b) Similarity of basic needs
- (c) Roots of prejudice

## Resources

### (a) Book

Gruenberg, S.M., The Encyclopedia of Child Care and Guidance,  
pages 985-995, (Klineberg, The Roots of  
Prejudice), Doubleday

Tr.

### (b) Films

National Film Board, Four Families  
High Wall  
The Whole World Over  
The Canadians  
Ukrainian Christmas  
Wedding Day

### (c) Guest speakers

### (d) Local societies of ethnic groups

## 5. PRINCIPLES OF MANAGEMENT

Time allotment: the equivalent of approximately 4 single periods

### (a) Importance of management in modern family living

### (b) Definitions and elaboration of terms

- (i) Values: sources (family traditions, religion, culture),  
conflict of values, priority of values
- (ii) Goals: present or future needs or wants; determination  
of goals considered in relation to values
- (iii) Resources: human, such as energy, intelligence, educa-  
tion, time; material, such as money, equipment, goods;  
community, such as schools, libraries, services
- (iv) Management: wise use of resources to attain goals

### (c) Steps in the management process

- (i) Establishing the goal
- (ii) Developing the plan
  - Recognizing available choices
  - Collecting necessary information
  - Making and analyzing tentative plans
  - Choosing a plan in relation to the goal
- (iii) Implementing the plan
  - Recognizing the need for both control and flexibility
- (iv) Evaluating the plan
  - Accepting responsibility for the choice
  - Improving subsequent performance

### Bibliography

Fitzsimmons and White, Management for You, (Lippincott),  
McClelland and Stewart

Goodyear and Klohr, Management for Effective Living,  
(Wiley), General Publishing

Tr.

Starr, C., Management for Better Living, Copp Clark

## 6. MANAGEMENT OF TIME

Time allotment: the equivalent of approximately 6 single periods

- (a) Steps in the time management process including such time studies as record of present expenditure of time, analysis and evaluation of the record
- (b) Work simplification to save time and energy
  - (i) Use of time and motion studies in industry to develop efficiency
  - (ii) Application of some principles of industrial efficiency in the home
  - (iii) Classes of change to save time and energy
    - Body position
    - Tools, equipment and work areas
    - Raw material
    - Production sequence
    - Finished product
  - (iv) Principles of work simplification
    - Elimination
    - Combination
    - Rearrangement
    - Simplification

### Bibliography

Gilbreth, Thomas and Clymer, Management in the Home, Collier-Macmillan  
of Canada

Gross and Crandall, Management For Modern Families, Appleton-  
Century-Crofts, Inc., 440 Park Ave., S., New York, N. Y., 16.  
Tr.

Starr, C., Management for Better Living, Copp Clark

## 7. TIME MANAGEMENT APPLIED TO MEAL PREPARATION

This unit includes the preparation of a number of meals in which time management and the principles of work simplification are applied.

Time allotment: the equivalent of 14 single periods

- (a) Goals: to provide appetizing, nutritious meals, following Canada's Food Guide that
  - (i) fit an established food budget
  - (ii) reduce time and energy
- (b) Planning
  - (i) Menu planning
  - (ii) Shopping lists
  - (iii) Work plan
- (c) Implementing the plan
  - (i) Application of the principles of work simplification
  - (ii) Making maximum use of such resources as tools, labour-saving equipment and materials, knowledge and basic skills of food preparation
- (d) Evaluation

### Suggestions to guide the teacher in planning laboratory lessons

In many modern families the time allotted to meal preparation is short. This may be due to various reasons and especially the gainful employment of the homemaker.

In this unit of practical lessons, although the other goals of meal planning should not be neglected, emphasis should be placed on the principles of management that stress the saving of time and energy. When the need arises, the teacher should review the principles of cooking included in the course of study for the Intermediate grades.

The number and type of meals prepared by the pupils is left to the discretion of the teacher. Some suggestions which may be useful in planning laboratory classes are outlined below:

Use of ready to serve and quickly prepared food

### Sample Menus

#### I

Soup  
Broiled Fish and Tomatoes  
Instant Mashed Potatoes  
Salad  
Instant Pudding  
Beverage

#### II

Fruit Juice  
Barbecued Chicken  
Canned or Frozen Vegetable  
Salad  
Rolls  
Fruit Cup  
Beverage



Effective use of time saving tools and equipment

Sample Menu

Swiss steak (pressure cooker)  
Vegetables (pressure cooker)  
Cole Slaw (sharp French knife)  
Fruit Whip (electric mixer or blender)  
Beverage

Effective use of a freezer when meal preparation time is short but advanced preparation time is possible.

Such foods as soups, main course dishes, pies, cakes, other desserts, cookies and yeast mixtures may be prepared in advance in large quantities, and frozen

Effective use of a fully automatic oven, with both time and temperature controls, for foods cooked at the same temperature, when meal preparation time is short but advanced preparation time is available.

Sample Menu

Meat Loaf  
Scalloped Vegetable  
Salad  
Fruit Crisp  
Beverage

Bibliography

Kinder, F., Meal Management, Collier-Macmillan Tr.

Seranna, A., Your Home Freezer, Doubleday

Wattie and Donaldson, Canadian Cook Book, Ryerson

Current Publications:

Ontario Department of Agriculture, Frozen Foods  
Oven Meals

8. CONSUMER ECONOMICS

Time allotment: the equivalent of 16 single periods

- (a) Steps in the money management process
  - (i) Establishing the goal in accord with a scale of values
  - (ii) Developing a plan
- Recognition of available choices: weighing demands on income

- Collecting necessary information: estimating the income from all sources, keeping a record of expenditure of money
- Making and analyzing tentative plans: estimating fixed expenses, flexible expenses and savings
- (iii) Implementing the plan
  - Keeping a record
- (iv) Evaluating the plan
  - Evaluating the plan and merits of budgeting
  - Accepting responsibility for the choice
  - Improving subsequent performance
- (b) Consumer credit and instalment buying
  - (i) Pattern of use and cost
  - (ii) Knowledge of contracts and penalties
- (c) Advertising
  - Positive functions and weaknesses
- (d) Validity, use and limitations of labels, guarantees and seals of approval
- (e) Consumer protection
  - (i) Food and Drugs Act and regulations: protection in the fields of foods, drugs, cosmetics and medical devices.
  - (ii) Food inspection: roles of the federal and provincial Departments of Agriculture, Department of Fisheries, Food and Drugs Directorate and of the municipalities
  - (iii) Work of Consumers Association of Canada
  - (iv) Role of Better Business Bureaus
- (f) Responsibility of consumers to use such objective information about goods and services as that provided by consumer groups, government and industry; the influence exerted by the consumer in the market

### Bibliography

Fitzsimmons and White, Management for You, (Lippincott), McClelland and Stewart

Toelstrup, A. W., Consumer Problems and Personal Finance, McGraw-Hill Tr.

Wilhelms and Heimert, Consumer Economics, (Gregg), McGraw-Hill Tr.

Note: Information pertaining to the Acts may be obtained from:  
The Queen's Printer,  
Ottawa

9. MONEY MANAGEMENT APPLIED TO MEAL PREPARATION

This unit includes the preparation of a number of meals, in which the principles of money management are applied.

Time allotment: the equivalent of approximately 12 single periods

- (a) Goals: through the use of Canada's Food Guide, to provide appetizing and nutritious meals which fit into set limits as to the use of time and energy and an established food budget.
- (b) Some factors which influence the family food budget: income, size of family, age of family members, fixed expenses other than food, value placed on food, appreciation of relationship between food and health, knowledge of food and cooking skills of the homemaker, time available for meal preparation, food likes and dislikes, food fads
- (c) Some factors in reducing food costs
  - (i) Using food knowledge and cooking skills
  - (ii) Planning menus which follow Canada's Food Guide, using the less expensive foods in each food group
  - (iii) Using shopping lists which are flexible but discourage impulse buying
  - (iv) Reading labels
  - (v) Buying grade suited to the purpose
  - (vi) Understanding and taking advantage of seasonal price movements
  - (vii) Buying in most economical quantities, according to intended use
- (d) Planning, preparation and evaluation of meals at low, moderate and high cost levels

Bibliography

- |  |     |
|--|-----|
| Kinder, F., <u>Meal Management</u> , Collier-Macmillan | Tr. |
| Wright, C. E., <u>Food Buying</u> , Collier-Macmillan  | Tr. |

Section 2

HOUSING AND INTERIOR DESIGN

- Aims:
- To arouse interest in modern trends in housing
  - To develop judgement in selecting and financing suitable housing for the family
  - To apply the elements and principles of design in evaluating the exterior and interior design of a house and in selecting and arranging home furnishings

HOUSING

Time allotment: equivalent of approximately 24 single periods

1. HISTORY OF HOUSING

A very brief history of housing, tracing progress from purely functional dwellings to houses of comfort, convenience and beauty

For purposes of this study, the main periods in housing might be grouped as follows:

- (a) Primitive: cave, hut
- (b) Mediaeval: hut, yeoman's house, manor
- (c) 16th to 19th centuries: development of styles in domestic architecture such as half-timbered, Georgian, Regency, Victorian
- (d) Modern: design relating to form and function, uses of new materials, methods of construction

Bibliography

- |   |     |
|---|-----|
| Barfoot, A., <u>Homes in Britain</u> , (Batsford), Copp Clark | Tr. |
| Potter and Potter, <u>Houses</u> , Longmans Canada            |     |
| Gowans, A., <u>Looking at Architecture in Canada</u> , Oxford | Tr. |
| Macrae and Adamson, <u>The Ancestral Roof</u> , Clarke, Irwin | Tr. |
| Wright, I. L., <u>Architecture</u> , Doubleday                | Tr. |

## 2. MODERN TRENDS IN HOUSING

### (a) Community Planning

- (i) Growth of industrial cities: effect of industrialization on housing
- (ii) Trend to decentralization: dispersion of industrial growth, aversion to life in modern cities, development of transportation permitting suburban living
- (iii) Advantages of a planned community: sociological, economic, recreational, artistic
- (iv) Functions of a community planning board: surveying physical, economic and social conditions in relation to development of the area; advising municipal council on housing supply, housing conditions, development and redevelopment of areas
- (v) Urban renewal: conservation of sound areas; rehabilitation or repair and modernization of deteriorating areas; redevelopment or clearance and re-use of worn-out areas

### (b) Public housing projects

- (i) Reasons for public interest and government participation: effect of housing on family life and citizenship
- (ii) Survey of current trends in types of public housing for families and senior citizens

## Resources

### (a) Books

- Goldstein and Goldstein, Art in Everyday Life, Collier Macmillan
- Gowans, A., Looking at Architecture in Canada, Oxford Tr.
- Peters, J., Masters of Modern Architecture, (Bonanza), Ambassador Tr.
- Rogers, K., The Modern House, U.S.A., (Harper and Row) Musson
- Wright, F. L., The Natural House, (Mentor), New American Library Tr.  
of Canada

### (b) Films

National Film Board, The City Series

- (i) The City as Man's Home, Part 5
- (ii) The City and the Future, Part 6

- (b) Cont'd.                      Report on Redevelopment Series  
                                    (i) Montreal  
                                    (ii) Toronto  
  
                                    The First Village of Importance, (Ottawa)

(c) Sources of current publications

The Community Planning Association of Canada, 45 Gloucester Street,  
Ottawa 4

Toronto Housing Authority, 415 Gerrard Street East, Toronto 2

Local Planning Boards and Housing Authorities

Massey Medals for Architecture Brochure, The Royal Architectural  
Institute of Canada, 88 Metcalfe Street, Ottawa 4

3. SELECTION OF HOUSING

- (a) Types available to meet varying desires and needs of families:  
single houses, row houses, duplexes, apartments, mobile homes
- (b) Choosing the neighbourhood and lot
- (i) Characteristics of a suitable neighbourhood; congenial  
neighbours; schools, churches, stores, parks; good main-  
tenance, protective and communication services
  - (ii) Economic future of the area, including building restric-  
tions, cost of houses, zoning
  - (iii) Contour and foundation of land, drainage, exposures,  
relation of house to lot
- (c) Evaluating the exterior style of the house
- (i) Recognition of good and poor design
  - (ii) Factors influencing the style of house: climate, avail-  
ability of materials, trends
  - (iii) Styles: Colonial, Georgian, French Provincial, English  
half-timbered, Regency, Victorian, Cape Cod, Modern
  - (iv) Survey of older houses and current trends in the community
- (d) Evaluating the floor plan to provide for comfort and convenience  
of occupants, considering:



- (i) Adequacy of room areas: living, dining, sleeping areas;  
working areas: kitchen and laundry; storage areas
- (ii) Relationship of rooms
- (iii) Traffic lanes within and between rooms
- (iv) Room exposures

(e) Appraisal by experts of property and of construction features

### Bibliography

#### (a) Books

Craig and Rush, Homes With Character, (Heath), Copp Clark

Goldstein and Goldstein, Art in Everyday Life, Collier-Macmillan

Macrae and Adamson, The Ancestral Roof, Clarke, Irwin Tr.

Rogers, K., The Modern House, U.S. A., (Harper and Row), Musson

Sleeper and Sleeper, The House For You, (Wiley) General Publish-  
ing, Don Mills, Ontario Tr.

(b) Current publications from various associations and corporations

#### 4. FINANCING HOUSING

- (a) Proportion of income available for housing based on amount of income, stability of income, size of family, values, goals
- (b) Advantages and disadvantages of renting and owning, including a comparison of monthly costs
- (c) Terms used in connection with buying a house: principal, down payment, title, searching the title, deed, mortgage  
Source of money for financing: banks, private individuals, insurance and trust companies, government  
Borrowing costs: down payments, interest rates

### Bibliography

#### (a) Books

Craig and Rush, Homes with Character, (Heath), Copp Clark

(a) Cont'd.

Rogers, K., The Modern House, U.S.A., (Harper and Row) Musson Tr., 12  
Sleeper and Sleeper, The House For You, (Wiley) General Publishing Tr.

(b) Current publications from various associations and corporations

(c) Sources of Current Publications

The Community Planning Association of Canada, 45 Gloucester Street,  
Ottawa 4

Toronto Housing Authority, 415 Gerrard Street East, Toronto 2

Local Planning Boards and Housing Authorities

Massey Medals for Architecture brochure, The Royal Architectural  
Institute of Canada, 88 Metcalfe Street, Ottawa 4

INTERIOR DESIGN

Time allotment: equivalent of approximately 36 single periods

1. DESIGN

- (a) Elements of design: line; texture; colour, with special emphasis on properties of colour and colour schemes
- (b) Principles of design: harmony, proportion, balance, rhythm, emphasis
- (c) Structural and decorative design

Bibliography

Craig and Rush, Homes With Character, (Heath) Copp Clark

Goldstein and Goldstein, Art in Everyday Life, Collier-Macmillan

Rogers, K., The Modern House, U.S.A., (Harper and Row), Musson

2. APPLICATION OF THE PRINCIPLES OF DESIGN TO INTERIORS CONSIDERING:  
CHARACTERISTICS OF THE ROOM, FUNCTIONS OF THE ROOM, FAMILY PREFERENCES

(a) Background

Selection of materials for background areas, considering: use, care, wearing qualities, colour and pattern

- (i) Walls; paint, wallpaper, wood paneling
- (ii) Floor coverings: composition floorings; carpets and rugs
- (iii) Windows: curtains and draperies; window treatments

(b) Furniture

- (i) Periods and styles in current fashion
  - Traditional: Chippendale, Hepplewhite, Sheraton, Regency, Victorian
  - Provincial: French, Colonial, Duncan Phyfe
  - Modern: Classic (Scandinavian), Organic (including Metal), Oriental
- (ii) Selection of furniture, considering:
  - Function
  - Design
  - Quality: kinds of materials such as woods, solid and veneer; new types such as laminates; construction, workmanship
  - Cost in relation to quality
- (iii) Arrangements, considering: function, interest or activity groups, traffic lanes
- (iv) Care: upholstery and wood finishes

(c) Accessories: selection and arrangement of pictures, lamps, mirrors and other accessories

Bibliography

(a) Books

Craig and Rush, Homes With Character, (Heath), Copp Clark  
Goldstein and Goldstein, Art in Everyday Life, Collier-Macmillan  
Rogers, K., The Modern House, U.S.A., (Harper and Row), Musson

(b) Source of Current Publications

Canadian Home Furnishings Institute, 20 Bloor Street West, Toronto 5

3. HOUSEHOLD TEXTILES

Selection of household textiles considering types, sizes, fabrics, construction, quality and cost of:

- (a) Sheets
- (b) Blankets
- (c) Towels
- (d) Table linens

Bibliography

Craig and Rush, Homes With Character, (Heath), Copp Clark

Wingate, I., Textile Fabrics and Their Selection, Prentice-Hall Tr.

4. TABLE APPOINTMENTS

- (a) Selection of table appointments considering types, manufacture, design, care, cost, and famous names associated with each

- (i) Dinnerware: porcelain or bone china, earthenware, semi-porcelain, pottery, new materials
  - (ii) Glassware: cut, blown, pressed
  - (iii) Flatware: sterling, plated silver, stainless steel

- (b) Flower arrangements and other table centres

Bibliography

Craig and Rush, Homes With Character, (Heath), Copp Clark

Tr.

Goldstein and Goldstein, Art in Everyday Life, Collier Macmillan

5. HOUSEHOLD EQUIPMENT

Selection of household equipment considering: ease of care, safety, convenience, price, merits of basic and deluxe models, evaluation by consumer reports and ratings of some large and small appliances

Bibliography

Craig and Rush, Homes With Character, (Heath), Copp Clark

Peet, L. J., Young Homemaker's Equipment Guide, (Iowa State University Press) Thomas Allen

6. BUYING PLAN FOR FURNISHINGS AND EQUIPMENT

(a) Minimum needs for a small apartment

(b) Planning for future purchases

